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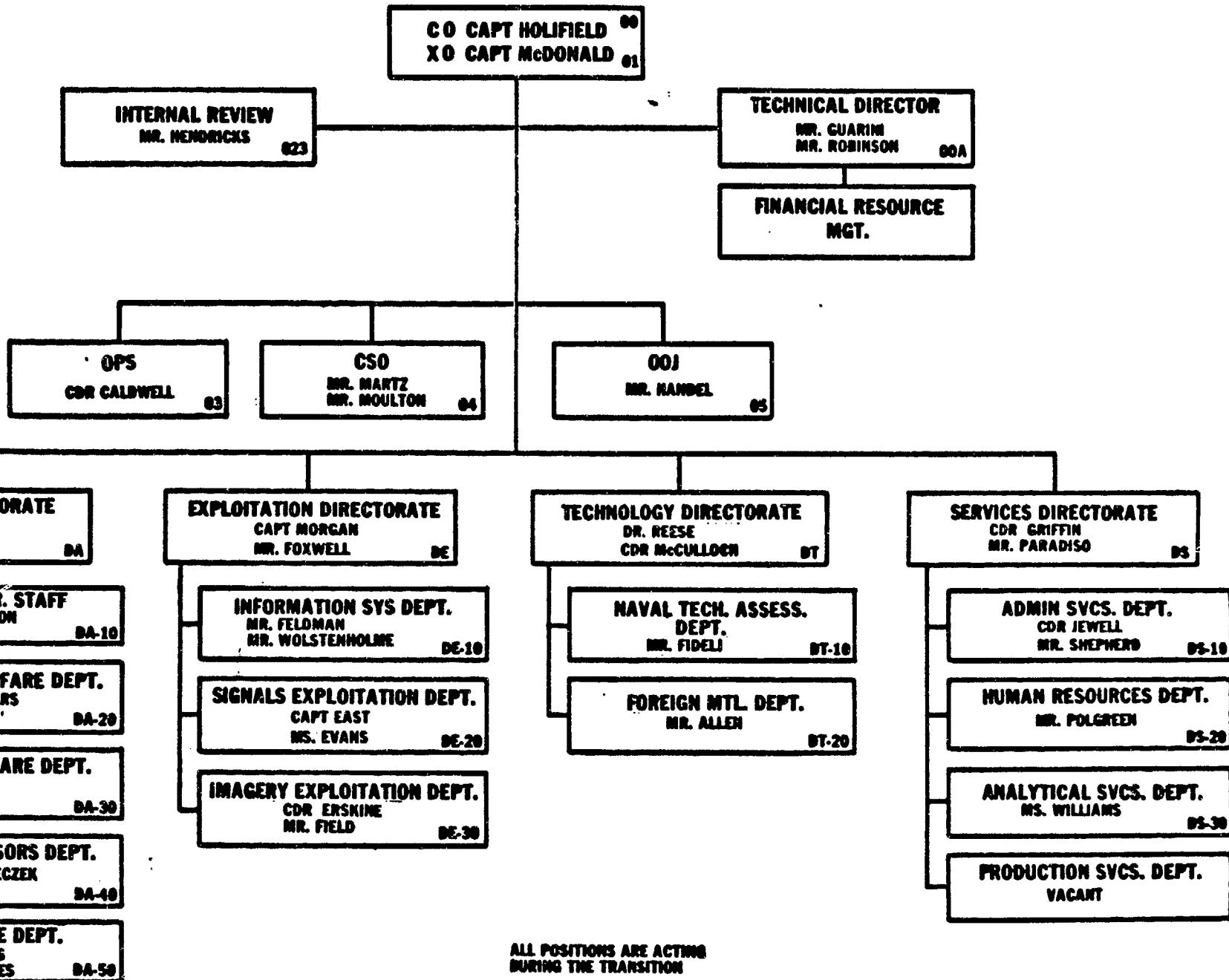
# **NISC ORGANIZATION AND REGULATIONS MANUAL (NORM)**

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Prepared by  
**NAVAL INTELLIGENCE  
SUPPORT CENTER**

NEW

NISC



ALL POSITIONS ARE ACTING  
DURING THE TRANSITION

RECORD OF CHANGES



# DEPARTMENT OF THE NAVY

NAVAL INTELLIGENCE SUPPORT CENTER

4301 SUITLAND ROAD

WASHINGTON DC 20390

IN REPLY REFER TO

NISCINST 3120.1A

NISC-OSP2

15 NOV 1985

## NISC INSTRUCTION 3120.1A

Subj: NISC ORGANIZATION AND REGULATIONS MANUAL (NORM)

1. Purpose. To promulgate revised regulations and guidance governing the conduct of all military and civilian personnel assigned or employed at the Naval Intelligence Support Center (NISC).
2. Cancellation. NISC Instruction 3120.1.
3. Scope. This instruction is the basic organizational and regulatory directive of the command and is applicable to all military and civilian personnel assigned or employed at NISC. The department and staff functional statements included constitute the formal assignment of responsibility and delegation of authority by the Commanding Officer to subordinates in the command. Nothing in this instruction shall be construed as contravening or superseding directives of higher authority.
4. Action.
  - a. All persons attached to NISC, military and civilian, shall have a thorough knowledge of the contents of this instruction.
  - b. Departments and staff elements are responsible for maintaining the correctness, completeness and currency of the materials in this instruction under their cognizance. Any changes or additions to this instruction should be submitted to NISC-00 via NISC-OSP2 and NISC-01.
  - c. NISC-OSP2 shall maintain the master copy of this NORM and submit a change transmittal to NISC-00 at least semi-annually or sooner if required.
5. Changes. This instruction has undergone a major revision. Therefore, paragraph revision markings have not been included.

A. J. HOLIFIELD, JR.

Distribution:  
List I, Case B

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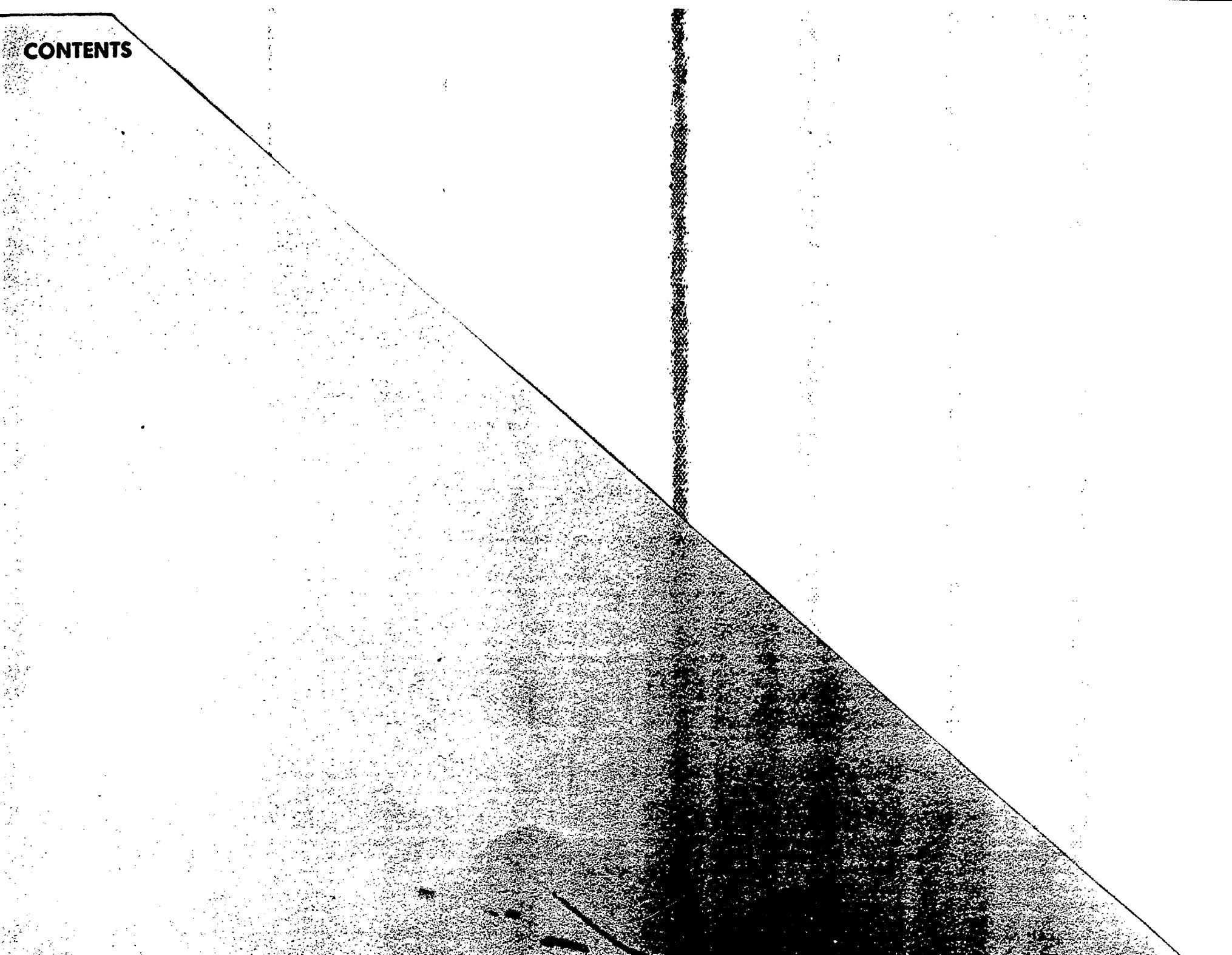


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## CHAPTER 1

## NAVAL INTELLIGENCE SUPPORT CENTER FUNCTIONS

## 100. MISSION

To process, analyze, produce and dissemination scientific and technical intelligence and develop threat assessments on foreign naval systems in order to support national and Navy strategic plans, research and development, objectives and programs, and perform such other functions and tasks as directed by higher authority.

## 101. EXECUTION

In execution of the mission, the Center will:

- a. Provide scientific and technical intelligence support to the Chief of Naval Operations, Chief of Naval Material, Director of the Defense Intelligence Agency, Director of Naval Intelligence, Commander Naval Intelligence Command, the naval establishment, operating forces and other authorized U.S. agencies.
- b. Develop and produce scientific and technical intelligence on the current and future technical characteristics and warfare capabilities of foreign naval surface, subsurface, air, and space systems, to include weapon systems, command, control and communications, ocean surveillance systems, electromagnetics, and research and development.
- c. Provide naval intelligence threat support to the U.S. naval weapons systems planning, development and acquisition process by: producing long-range threat assessments and projections; producing threat/capabilities productions; developing threat assessments and threat support plans in support of specific programs and projects; and maintaining liaison with program sponsors, project managers and other participants in the naval weapons system planning, development and acquisition process.
- d. Conduct imagery analysis in support of Navy technical and current intelligence programs. Exploit imagery obtained by special Navy and national collection systems.
- e. Develop and maintain the Navy intelligence data base to include data from acoustic, non-acoustic, electronics, imagery, electro-optical and other sensors for technical intelligence production.
- f. Provide technical support for intelligence exploitation systems, processes and techniques to include acoustic, non-acoustic, electronic, imagery, and electro-optical sensor collection systems.
- g. Act as the CNO's Executive Agent for acquisition and exploitation of foreign materiel within the Navy Foreign Materiel Program (NFMP).

15 MAY 1985

- h. Provide Navy representation on Director of Central Intelligence committees, subcommittees, working groups and others as directed by higher authority. Provide technical support and liaison to national intelligence collection systems and develop Navy intelligence collection and exploitation requirements in support of national intelligence plans and programs.
- i. Administer of NEC 0614 (ACINT Specialist) program and provide fully qualified personnel for temporary additional duty onboard selected collection platforms.
- j. Provide translation and other foreign language services.
- k. Disseminate the Naval Intelligence Processing System (NIPS) and Shipboard Microfilm Program (SMP) miniaturized data base.
- l. Provide supply, fiscal and reprographic support, as needed, to the Naval Intelligence Command and its subordinate activities.
- m. Provide military and civilian personnel services as required; provide physical security services; provide Special Security Officer (SSO) services and associated facilities; provide for building maintenance services; provide vehicular transportation services.

## **CHAPTER-2**



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## CHAPTER 2

## THE UNIT ORGANIZATION

The functional guides included in this chapter constitute the formal delegation of authority by the Commanding Officer to subordinates of his command.

## 200. THE COMMANDING OFFICER (NISC-00)

The responsibilities and authority of the Commanding Officer are set forth in United States Navy Regulations, 1973, general orders, law, customs, traditions and directives from higher authority. Stated in part from Chapter 7 of U.S. Navy Regulations:

- a. The responsibility of the Commanding Officer for his command is absolute, except when and to the extent, relieved therefrom by competent authority, or as provided otherwise in these regulations. The authority of the Commanding Officer is commensurate with his responsibility. While he may, at his discretion, and when not contrary to law or regulations, delegate authority to his subordinates for the execution of details, such delegation of authority shall in no way relieve the Commanding Officer of his continued responsibility for the safety, well-being, and efficiency of his entire command.
- b. A Commanding Officer who departs from his orders or instructions, or takes official action which is not in accordance with such orders or instructions, does so upon his own responsibility and shall report immediately the circumstances to the officer for whom the prior orders or instructions were received.
- c. The Commanding Officer shall be responsible for economy within his command. To this end he shall require from his subordinates a rigid compliance with the regulations governing the receipt, accounting, and expenditure of public money and materials, and the implementation of improved management techniques and procedures.
- d. The Commanding Officer and his subordinates shall exercise leadership through personal example, moral responsibility, and judicious attention to the welfare of persons under their control or supervision. Such leadership shall be exercised in order to achieve a positive, dominant influence on the performance of persons in the Department of the Navy.
- e. The Commanding Officer shall keep the Executive Officer informed of his policies and normally shall issue all orders relative to the duties of the command through that officer. Normally, the Commanding Officer shall require that all communications of an official nature from subordinates to the Commanding Officer be transmitted through the Executive Officer.

## 200.1 Commanding Officer Equal Opportunity Policy Statement:

- a. Equal opportunity is an essential element of good leadership which must exist at every level of the chain of command. The achievement of equal opportunity has direct impact on attaining and maintaining a high state of

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morale, discipline and military effectiveness. As such, discrimination based on race, sex, creed, age, religion, or national origin is unacceptable behavior which will not be tolerated within the Navy environment.

b. Personnel at all levels are required to be knowledgeable of the principles of equal opportunity and demonstrate a personal commitment in carrying them out in practice.

c. Support of Equal Opportunity program components (i.e., AAPs, CAPs, EO, Training, HRCs, EOQs) are all positive command management tools which directly contribute to a healthy command climate. This support is expected for all members of this command to ensure equality of opportunity and treatment for all throughout NISC.

d. In addition to my equal opportunity policy statement, NISC Instruction 5354.1A delineates the NISC Affirmative Action Plan for military personnel.

## 201. THE EXECUTIVE OFFICER (NISC-01)

The Executive Officer functions as an aide or executive to the Commanding Officer. He is specifically charged with executing the orders of the Commanding Officer and with coordinating and supervising the performance and administration of the command as a whole, including matters pertaining to the morale, discipline, training, welfare, work, recreation, safety, rights and privileges of individuals within the command. U.S. Navy Regulations, 1973, Chapter 8, sets forth the precedence of the Executive Officer as follows:

a. The Executive Officer, while in the execution of his duties as such, shall take precedence over all persons under the command of the Commanding Officer.

## 202. THE EXECUTIVE'S ASSISTANTS

The Executive's Assistants described in the following paragraphs are assigned to the Executive Officer. Duties may be assigned either on a primary or a collateral basis. When performing duties on a collateral basis, officers and petty officers acting as assistants to the Executive Officer report directly to him, regardless of their primary assignment in the organization.

### 202.1 COMMAND MASTER CHIEF (C/MC)

a. Basic Function. The Command Master Chief primarily functions as the principal enlisted advisor to the Commanding Officer in order to keep the command aware of existing or potential situations, procedures, and practices which affect the welfare, morale, job satisfaction and utilization of its enlisted members.

#### b. Specific Duties

(1) Continual liaison with the appropriate Fleet Master Chief by the Command Master Chief is a necessity in order to ensure the proper utilization of those communications vehicles by which ideas and recommendations are transmitted between the enlisted community and command.

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(2) The Command Master Chief shall take precedence over all other members of equal or subordinate pay grade within the command during the tenure of the assignment.

(3) The following duties and responsibilities of the C/MC are by no means intended to be all-inclusive or compulsory:

(a) Assist the Commanding Officer in an advisory capacity in all matters pertinent to the welfare, job satisfaction, morale, utilization, and training of enlisted members.

(b) Act at all times to maintain and promote the effectiveness of the chain of command.

(c) Advise the Commanding Officer in regard to the formulation or change of policy pertaining to enlisted members.

(d) Ensure established policies are adequately explained, understood, and carried out by inspiring cognizant subordinates to effectively develop and utilize basic leadership principles. Thereby, enlisted members will be encouraged to maintain the highest standards of conduct and general appearance through effective middle management.

(e) Routinely attend department head/staff meetings, and, when invited, participate in wardroom discussions in order to promote more effective communications between the officer and enlisted communities.

(f) Assist in the preparation for, and participate in, ceremonies concerning enlisted members as appropriate.

(g) When appropriate, represent or accompany the Commanding Officer to official functions, inspections, and conferences

(h) Participate in the reception and hosting of official enlisted visitors to the command.

(i) Upon invitation, represent the command and Navy by participating in community and civic functions.

## 202.2 COMMAND CAREER COUNSELOR (C/CC)

a. Basic Function. The Command Career Counselor establishes an effective career counseling program by providing a means to disseminate career information and furnish counseling in accordance with the current counseling instruction.

### b. Specific Duties

(1) Maintain a current unit's roster in respect to EAOSs, basic test battery scores, and dates of interviews.

(2) Conduct reporting and final interviews in accordance with BUPERSINST 1133.3.

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levels, ensuring wide distribution of safety information, monitoring the submission of required safety reports to ensure accuracy and timeliness, and maintaining appropriate safety records and statistics.

b. Specific Duties

- (1) Act as principal advisor to the Commanding Officer on all internal safety matters.
- (2) Coordinate unitwide planning to implement and evaluate the effectiveness of a comprehensive safety program based on policy and goals established by the Commanding Officer.
- (3) Promote maximum cooperation in safety matters at all levels.
- (4) Ensure wide dissemination of safety information.
- (5) Monitor submission of required safety and accident reports to ensure accuracy and timeliness.
- (6) Maintain appropriate safety records and accident statistics.

202.8 SPECIAL SERVICES OFFICER

a. Basic Function. The Special Services Officer, by written authority of the Commanding Officer, is appointed to exercise administrative and executive control of the Special Services Program and charged with the accountability associated therewith. The Special Services Program shall be conducted in accordance with the provisions of the Special Services Manual.

b. Specific Duties

- (1) Develop and administer an active and varied program of recreation activities, inter-divisional athletics, off-duty activities and diversions for the personnel of the command.
- (2) Act as Custodian of the recreation fund.
- (3) Supervise the preparation of and ensure the timely submission of required reports concerning Special Services activities.
- (4) Develop a financial budget for appropriated and nonappropriated funds and administer the use of recreation funds in accordance with the provisions of the Special Services Manual and Navy Comptroller Manual.
- (5) Supervise the purchase, maintenance, and disposition of all recreation property and equipment required to support the Special Services Program.
- (6) Supervise the issuance and use of all recreation equipment.
- (7) Coordinate Special Services Program promotion and activities associated with special interest groups, clubs, private associations,

volunteer tour programs, or other miscellaneous recreation programs under Navy or civilian sponsorship.

(8) Maintain liaison with other units, stations, and civilian communities with respect to available recreation programs and facilities.

(9) Encourage maximum participation in intramural sports programs with the objective of stimulating competitive spirit and proper physical fitness in accordance with the Physical Fitness and Weight Control instructions.

(10) Communicate the recreation interest and needs of assigned personnel to the Commanding Officer.

#### 202.9 INTERNAL REVIEW STAFF (NISC-02)

The Internal Review Staff under the direction of the Executive Officer is responsible to the Commanding Officer and is tasked with providing an

independent in-house capability for review of financial and other resources, related analysis and trouble-shooting, and the discharge of assigned audit responsibilities. To accomplish this, the Staff will:

- a. Conduct special audits, studies, analyses, and investigations of financial operations and the use of command resources to detect deficiencies, improprieties, and inefficiencies.
- b. Provide recommendations to correct conditions that adversely impact financial management, mission accomplishment, or the integrity of the command.
- c. Monitor the correction of deficiencies which are revealed by the Navy Audit Service, GAO, or by other external reports, analyses, or observations.
- d. Design and apply audit check lists for internal review of areas that are considered unique or critical to local command in the safeguarding of resources, for example, the area of security.
- e. Review safeguards or refinement to existing controls for material and financial accountability.
- f. Randomly review the proper execution of various directed programs.
- g. Maintain liaison and provide assistance to auditors of the Naval Audit Service assigned to perform periodic audits; provide similar services to other audit or inspector representatives, such as GAO, Inspector General, command inspections, etc.
- h. Provide an independent in-house capability for review of financial and other resources, related analysis and trouble-shooting, and the discharge of assigned audit responsibilities.

#### 202.10 CASUALTY ASSISTANCE CALLS OFFICER (CACO)

- a. The Casualty Assistance Calls Officer (CACO) is to provide prompt and personal notification of the next of kin (NOK) of military personnel reported deceased, terminally ill, seriously ill or seriously injured or missing to

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assure the NOK of the Navy's sympathy and interest in their welfare, and offer assistance in any arrangements necessary to help the NOK adjust to the new conditions imposed on them. Additionally, if a NISC civilian employee is traveling on official business out of the area and is killed, injured or missing, the CACO will notify the Suitland Branch Office (SBO) of the Consolidated Civilian Personnel Office (NIC-15). The SBO will provide appropriate assistance with regard to employee entitlements and benefits.

b. The CACO is responsible for being totally familiar with NAVMILPERSCOMINST 1770.1 (CACP Manual) and its associated references.

## 202.11 PHYSICAL FITNESS COORDINATOR

The Physical Fitness Coordinator is tasked with ensuring that all military personnel meet the minimum criteria for physical fitness and weight control standard established by OPNAVINST 6110.1B. He shall:

a. Coordinate and supervise a physical fitness test at least annually.

b. Assist and advise those personnel that need special programs to meet the minimum requirements.

c. Keep the Commanding Officer and Executive Officer advised on the physical fitness readiness of military personnel.

## 203. THE TECHNICAL DIRECTOR (OOD)

a. Basic Function. The Technical Director provides the overall scientific and technical direction and guidance required in the conception, planning, development, administration and evaluation of the command's programs and projects, and ensures that they meet the needs of organizations supported by the command. In addition, the Technical Director is responsible for reviewing civilian personnel policies to ensure that the command accomplishes its programs and projects with a high degree of excellence.

b. Specific Duties. The Technical Director, subject to the orders of the Commanding Officer and assisted by appropriate subordinates, will:

(1) Maintain extensive personal contacts and liaison with technical, scientific and program personnel.

(2) Review and initiate major naval scientific and technical intelligence programs as required by overall plans.

(3) Plan and recommend organizational changes and modifications necessary to maintain an up-to-date flow of intelligence to prevent technological surprise in weapon systems and countermeasures.

(4) Provide advice to the Office of the CNO staff elements and weapon system program managers concerning aspects of foreign technology.

(5) Make recommendations to the Commanding Officer regarding the selection, acquisition and utilization of qualified technical and scientific personnel, facilities, contractual resources, and other resources for the most effective accomplishment of current and long-range technical objectives.

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(6) Ensure that exceptionally well qualified personnel work at the Command and make available to the Command the knowledge and facilities of domestic and foreign laboratories, universities, professional societies, and industrial organizations through personal professional contacts.

(7) Provide guidance and direction for the Command's preparation of scientific and engineering reports and national intelligence estimates, the conduct of intelligence briefings and debriefings, and the development of guides, techniques, procedures and equipment for the collection and analysis of scientific intelligence to ensure that they are being properly directed toward the accomplishment of Center program objectives.

(8) Establish programs so that the information and data produced by the Command are timely, valid and complete.

(9) Strive to maintain the awareness, acceptance and use of Center products so that all Navy research, development and fleet operations are based on factual information and realistic estimative assessments.

(10) Act as the principal technical advisor in the command and provide technical review and consulting advice for the Commanding Officer on all high level policy and technical papers.

(11) Act as Navy representative on committees or ad hoc groups as assigned by the Commanding Officer.

(12) Through the Production Review Coordinator and the Production Review Group, direct continuous oversight of the Command's production effort for the purpose of properly disseminating the highest quality product to consumers with most efficient use of resources.

#### 204. THE OPERATIONS OFFICER (NISC-000)

The Operations Officer coordinates command operations to include: intelligence production - operations and management of command supported ADPE and management of the identification and specification of ADP requirements - the Naval Intelligence Resource Management System (IRMS) - development and levying of requirements for collecting, processing, and exploiting scientific and technical intelligence information; - SNCP and other special Navy and national collection programs - the NISC Naval Reserve Program - and mail and classified file support. In this regard, the Operations Officer will:

a. Provide staff guidance, manage and coordinate the Center's scheduled and unscheduled intelligence production programs.

b. Review command tasking and in consonance with staff elements and department heads, direct the orderly processing of these taskings to ensure that all projects flow in accordance with the assigned schedule.

c. Plan, direct, supervise and manage the Center's project control and manhour information system (IRMS) in order to provide management with detailed information on the status of project tasking and manhour expenditure.

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d. Coordinate NISC participation in the SNCP and other special Navy and national programs.

e. Prepare and implement policy for the specification, acquisition, development, operations, and maintenance of command ADP resources.

f. Manage the NISC Naval Reserve Program.

g. Provide mail room/communications support to all command echelons and tenant activities.

h. Schedule and coordinate briefings, meetings, and other functions in support of NISC and NIC.

#### 204.1 PRODUCTION AND TASKING DIVISION (NISC-0001)

The Production and Tasking Division is responsible for coordinating the requirements for the collection, processing and exploitation of scientific and technical intelligence, coordinating the Foreign Disclosure Program, planning, coordinating and managing, as the NISC point of contact, all unscheduled production and quick response taskings, monitoring interdepartmental taskings, and providing handling, routing and filing services for all incoming and outgoing classified correspondence (including GENSER communications). To accomplish this, the Division will:

a. Coordinate unscheduled NISC intelligence production. Serve as primary point of contact with other agencies for all matters relating to unscheduled production. Review and evaluate all incoming unscheduled production tasking to determine the impact on scheduled programs and recommend modification or cancellation of tasking to avoid duplication.

b. Determine the major departmental echelons required to perform the work and schedule the projects which are to be undertaken.

c. Act as the single point of contact for scheduling and conducting visits and tours of the command (to include arranging briefings and scheduling conference room).

d. Maintain a command data base of NISC conference/symposium coordinators agenda, action memorandums and reports.

e. Receive and coordinate inputs for special reports.

f. Solicit command requirements and schedule Naval Attaché designees for indoctrination briefings.

g. Develop, coordinate and promulgate guidance within NISC as appropriate on matters relating to intelligence collection, reporting and evaluations.

Ensure NISC substantive intelligence requirements are accurately identified and provided in a timely manner to intelligence collection and R&D managers.

h. Manage HUMINT collection opportunities.

- i. Coordinate NISC support of dedicated aircraft and surface ship collection programs.
- j. Manage the Quid-Pro-Quo Program and coordinate the Foreign Disclosure Program.
- k. Provide general service (GENSER) message handling services.
- l. Provide routing control; maintaining logs and files for all incoming and outgoing classified correspondence.
- m. Develop plans and programs, both long and short term, for the production of scheduled NISC intelligence.
- n. Maintain continuous review of resources on hand and recommend, as appropriate, their allocation and utilization to meet priority demands and changing requirements.
- o. Determine the impact of incoming tasking on scheduled production programs. Monitor tasking as necessary to prevent duplication. Establish priorities after coordinating with departments.
- p. Supervise and maintain statistical accounts, desklog panels, charts and other aids to project the Center's production program, identified goals and deadlines, coordinate production milestones as established by the departments. Maintain a current status of production and compile periodic reports concerning production status.
- q. Identify problem areas and recommend remedial measures to prevent slippage of the production schedule.
- r. Maintain continuous contact with production coordinators in NISC departments to ensure compliance with command policies regarding production priorities and adherence to DIA and COMNAVINTCOM production procedures.

#### 204.2 SPECIAL NAVY CONTROL PROGRAMS (NISC-0002)

The Special Navy Control Programs (SNCP) Coordinator manages NISC participation in the SNCP and performs SNOO functions. In this regard, the Coordinator will:

- a. Manage, coordinate and monitor NISC support to and participation in the SNCP.
- b. Serve as the Center's principal point of contact for the SNCP and as such provide liaison and coordination with CNO and others, as required.
- c. Assume responsibility for the receipt, control and dissemination of SNCP materials received/originated by the command.
- d. Direct, task, coordinate and monitor the production of operational recognition manuals, the Collection Guidance Manual, and reports and comments resulting from SNCP analysis.

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e. Manage the Special Technical Review Panel for all SNCP messages and reports.

f. Serve as the NISC representative on all committees and conferences relating to the SNCP.

g. As SNCO, assume responsibility for the security of the program and investigate violations thereof, reporting results to CNO.

h. Supervise the administration of billet authorization for access to the SNCP.

i. Administer the SNCP briefing and debriefing of designated personnel.

#### 204.3 MANAGEMENT INFORMATION DIVISION (NISC-0003)

The Management Information Division is tasked to manage NISC ADP operations and provide management with detailed information on the status of projects and associated resource expenditures. In this regard, the Division will:

a. Identify requirements and prepare ADP specifications for development of needed functionality.

b. Provide maintenance for command supported ADPE.

c. Prepare plans and programs to acquire additional ADP capabilities.

d. Operate general user automated resources.

e. Manage the NISC access and interaction of applications on NAVINTCOM shared computer resources.

f. Develop, implement, upgrade, and provide technical management for the Intelligence Resource Management System (IRMS).

#### 204.4 RESERVE COORDINATOR (NISC-0004)

The Reserve Coordinator is tasked with management and coordination of the command's Naval Reserve Intelligence Program. In this regard, the Coordinator will:

a. Advise the Commanding Officer on reserve matters.

b. Serve as the NISC representative and central point of contact on naval reserve matters with the Office of the Chief of Naval Operations, the Naval Military Personnel Command, the Commander, Naval Intelligence Command, the Chief of Naval Reserve, the Director of the Naval Reserve Intelligence Program, Reserve Intelligence Area Coordinators, Reserve Intelligence Program Officers, Reserve Unit Commanding Officers, and other activities as appropriate.

c. Review, evaluate and recommend changes to the command force level requirements in terms of military manpower augmentation in time of war, national emergency, or mobilization.

d. Develop, coordinate and monitor Mobilization Readiness and Reserve Intelligence Support Projects assigned to the NISC reserve units and to other reserve units providing support to the command.

e. Coordinate and manage all aspects of Mobilization Readiness Training performed by reservists on active duty for training at the command including assignment, orientation briefing, administrative guidance, counsel in areas of the Naval Reserve Intelligence Program, promotional qualification, and operation of naval selection boards. Coordinate preparation and submission of reserve officer fitness reports and enlisted evaluations.

f. Maintain liaison with department and staff elements on reserve matters.

g. Coordinate visits of senior command military and civilian personnel to NISC reserve unit drill sites.

#### 205. NAVAL TECHNOLOGY DEPARTMENT (NISC-10)

The Naval Technology Department is tasked with providing scientific and technical intelligence of national and naval interest on foreign applications of science and technology to naval uses, assessing foreign capabilities and limitations in incorporating advanced technology into naval systems, assessing foreign availability and transfers of technology of naval interest and for the management and execution of the Naval Foreign Materiel Program. To accomplish this, the Department will:

a. Serve as the focal point for all intelligence data, analysis, and management of intelligence programs related to technology assessment.

b. Produce intelligence studies on foreign applications of science and technology to naval systems development in response to DIA and Navy tasking.

c. Produce intelligence studies assessing foreign technological capabilities and achievements in fields related to naval systems.

d. Produce intelligence studies of foreign naval research, development, test and evaluation facilities, research institutes, production facilities (including shipyards), technological infrastructure and personnel in support of DIA and Navy tasking.

e. Manage NISC technical literature exploitation activities as a basis for technology assessment, long range projections of foreign naval systems development and preventing technological surprise.

f. Participate in the development of assessments of technologically feasible threats in support of the requirements of OPNAVINST 5000.42B.

g. Serve as the focal point for intelligence data, analysis and management of intelligence programs related to the foreign availability and transfer of naval related technology.

h. Support DIA and Department of the Navy responsibilities in controlling the transfer of militarily critical technologies to foreign countries.

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i. Manage and coordinate the acquisition, funding and exploitation of all foreign materiel of naval interest in order to determine the characteristics, capabilities and vulnerabilities of foreign systems and equipment in response to national and Navy tasking.

j. Conduct foreign liaison activities in coordination with COMNAVINTCOM to initiate and develop foreign materiel acquisition and exploitation opportunities.

k. Prepare foreign materiel exploitation reports in accordance with DIAM 75-1.

l. Determine intelligence gaps and prepare collection requirements and priorities in designated areas of responsibility as well as monitoring collection activities and providing guidance and technical back-up for intelligence collection activities.

m. Provide briefings and support to DoD, naval organizations and fleet units in the field of technical intelligence matters as directed by the Commanding Officer.

n. Maintain close scientific and technical relationships with the U.S. government research and development community establishing liaison with and participating through membership on RDT&E boards and committees as directed by the Commanding Officer.

o. Provide representation on ONI, Navy, DCI, committees, subcommittees, and ad-hoc committees as directed by the Commanding Officer.

p. Carry out personnel management and training programs in order to promote career development of employees.

q. Provide support in mission areas to NISC departments and staff elements as required.

#### 205.1 NAVAL TECHNOLOGY ASSESSMENT DIVISION (NISC-11)

The Naval Technology Assessment Division is responsible for the assessment of foreign, naval related technological capabilities and processes in order to support national, DIA and Navy tasking for such assessments, to support NISC systems analysis and forecasting efforts and to avoid technological surprise. Technical fields within which assessments are performed include: electro-optics, microelectronics, computers, information sciences, instrumentation technology, ocean sciences, marine propulsion including naval nuclear reactors, metallurgy, materials sciences, coatings, navigation systems, advanced vehicle design and signature control, production and manufacturing technology relating to naval systems, and advanced energy sources. Assessments are also conducted of foreign research and development resources and processes and technological infrastructure supporting naval development and production. To accomplish its mission in its assigned areas of responsibility, the Division will:

a. Produce intelligence studies on foreign applications of science and technology in fields of assigned responsibility in response to DIA and Navy tasking.

- b. Produce intelligence studies on foreign research and development processes and resources and technological infrastructure supporting naval system development and production in response to DIA and Navy tasking.
- c. Develop and maintain up-to-date knowledge and information files on both domestic and foreign state-of-the-art technology in technical and scientific areas assigned.
- d. Provide technical and scientific consultative services to NISC departments and to other naval organizations as directed by the Commanding Officer.
- e. Manage NISC technical literature exploitation activities as a basis for technology assessment, projections of foreign naval systems development and preventing technological surprises.
- f. Support the development of assessments of technologically feasible threats.
- g. Provide technical support and guidance on intelligence collection efforts.
- h. Provide technical guidance in the evaluation and exploitation of foreign materiel acquisitions.
- i. Provide briefings to naval organizations, fleet units, conventions, symposia and meetings on technical intelligence in the related scientific and technical areas as directed by higher authority.
- j. Maintain close scientific and technical relationship with U.S. government, industrial and educational R&D communities establishing liaison with the participation through membership on RDT&E boards, panels and committees as directed.
- k. Provide representation on DCI committees, subcommittees and working groups as directed by the Commanding Officer.

## 205.2 TECHNOLOGY TRANSFER DIVISION (NISC-12)

The Technology Transfer Division is responsible for supporting Naval Intelligence responsibilities to the Navy Technology Transfer Program as defined by OPNAVINST 5510.156 and for serving as the NISC focal point for technology transfer and foreign availability issues. To accomplish this, the Division will:

- a. Serve as the focal point for all intelligence data, analysis and management of intelligence programs related to the foreign availability and transfer of naval related technology.
- b. Produce studies in the field of technology transfer in support of DIA and Navy tasking.
- c. Develop and maintain a foreign availability data base on militarily critical technologies of naval significance.

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- d. Coordinate technology transfer tasking received by the Command.
  - e. Provide NISC representation on committees concerned with technology transfer as directed.
  - f. Provide briefings and support to national, DoD and naval organizations in the field of technology transfer.
  - g. Take action, as appropriate, regarding pending transfers of hi-technology equipment with potentially detrimental consequences to the U.S.
  - h. Maintain liaison with other agencies and services involved in assessing the adverse impact which would result from the transfer of militarily critical technologies to foreign countries.
- 205.3 U.S. NAVY FOREIGN MATERIEL PROGRAM (NISC-13)**
- The U.S. Navy Foreign Materiel Program is responsible for the management and coordination of the acquisition, funding and exploitation of all foreign materiel of naval interest in order to determine the characteristics, capabilities and vulnerabilities of foreign weapons systems and equipment in response to national and Navy tasking. In this regard, the program will:
- a. Maintain and operate a Foreign Materiel Facility for the receipt, examination, exploitation, display and disposition of foreign materiel. Maintain adequate project and site security to prevent compromise of the item and its source.
  - b. Prepare and manage the implementation of exploitation plans for foreign materiel. Determine assignment of the exploitation facility and manage each exploitation.
  - c. Prepare and implement the plans for the acquisition of foreign materiel items of naval interest; except in those cases involving agreements with foreign governments when approval from higher authority is required.
  - d. Maintain a quick response exploitation capability which will provide information acquired from exploitations to the source, the collector, the intelligence and R&D communities or other consumers as needed. Ensure there is timely feedback to the source throughout all phases of the exploitation.
  - e. Conduct field exploitation of acquired materiel when required by operational necessity.
  - f. Function as Secretariat for the Navy Foreign Materiel Program Committee.
  - g. Function as the Executive Agent for the Director of Naval Intelligence on all matters related to foreign materiel acquisition and exploitation within the U.S. Navy.
  - h. Conduct foreign liaison activities in coordination with COMNAVINTCOM to initiate and develop foreign materiel acquisition and exploitation opportunities.

i. Prepare foreign materiel exploitation reports in accordance with DIAM 75-1.

j. Ensure DIA is advised of the acquisition of all foreign materiel, submit to DIA a quarterly listing of all reports prepared on Navy foreign materiel exploitations, and provide the Navy membership for DIA and other agency/service foreign materiel committees.

k. Closely coordinate all foreign materiel exploitation with cognizant NISC analysts keeping them informed of progress and developments.

## 206. UNDERSEA WARFARE TECHNOLOGY DEPARTMENT (NISC-20)

The Undersea Warfare Technology Department is tasked with producing scientific and technical intelligence on foreign undersea warfare technological capabilities as directed by the Commanding Officer. To accomplish this, the Department will:

a. Serve as the focal point for all intelligence data, analysis and management of intelligence programs related to undersea warfare technology.

b. Disseminate intelligence on all aspects of undersea warfare technology through:

- (1) Production of scheduled DIA publications.
- (2) Production of unscheduled publications.
- (3) Special reports.
- (4) Briefings.
- (5) Messages.

c. Participate in undersea warfare intelligence collection programs by providing:

- (1) Collection system technical assistance.
- (2) Collection system certification.
- (3) Collection guidance.
- (4) Feedback on individual collection efforts.

d. Represent the Commanding Officer, Naval Intelligence Support Center, COMNAVINTCOM and the DNI at meetings and on committees, study groups, etc., as required.

### 206.1 ACOUSTIC MEASUREMENTS DIVISION (NISC-21)

The Acoustic Measurements Division is tasked with producing technical intelligence related to the quantitative acoustic characteristics of foreign surface ships and submarines and the application of foreign research and

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development in the control of shipboard radiated noise. To accomplish this, the Division will:

- a. Produce technical intelligence related to the quantitative acoustic characteristics of foreign surface ships and submarines, weapons and other devices producing underwater radiated noise.
- b. Produce technical intelligence concerning the application of foreign research and development in the control of shipboard radiated noise.
- c. Provide technical support to the operating forces for the deployment and certification of acoustic intelligence collection systems.

#### 206.2 ACOUSTIC CHARACTERISTICS DIVISION (NISC-22)

The Acoustic Characteristics Division is tasked with producing technical intelligence documenting the acoustic vulnerabilities, performance characteristics and machinery system design parameters of foreign submarines and surface ships and with producing operational intelligence from acoustic data to support fleet operating forces. To accomplish this, the Division will:

- a. Produce major studies documenting the acoustic vulnerabilities of foreign submarines and surface ships including identification of operating and engineering characteristics.
- b. Produce operational intelligence to support fleet operating forces in real time and through post-event analysis.
- c. Provide technical field support personnel to fleet acoustic intelligence collectors and foreign collection systems.

#### 206.3 ASW SENSORS DIVISION (NISC-23)

The ASW Sensors Division is tasked with producing scientific and technical intelligence related to the development, quantitative and qualitative characteristics and performance of foreign airborne, submarine, surface ship and fixed system sonars, underwater communications equipment, and other acoustic and non-acoustic sensors and countermeasures. To accomplish this, the Division will:

- a. Produce intelligence from all source information on operational and RDT&E foreign acoustic and non-acoustic ASW sensors including evaluation of concepts and trends in foreign undersea warfare detection systems.
- b. Produce intelligence on foreign magnetic/ELF signatures and on the acoustic target strength of foreign submarines.
- c. Provide tailored acoustic and non-acoustic threat assessments for U.S. Navy operations.
- d. Produce technical reconstructions of submarine engagements, identifying sensor performance and vulnerability issues.

#### 206.4 SUPPORT PROGRAMS DIVISION (NISC-24)

The Support Programs Division provides support services, less clerical, to all department elements. To accomplish this, the Division will:

- a. Provide receipt, storage, inventory and accountability services for all received acoustic intelligence data.
- b. Operate and maintain analytical facilities for the reduction and analysis of acoustic data including software support.
- c. Act as the departmental representative for the Integrated Automated Intelligence Processing System (IAIPS).
- d. Provide configuration management and technical oversight for all departmental signal processing and ADP resources.
- e. Provide contract and financial assistance for all department elements.

#### 206.5 ACOUSTIC ANALYSIS AND TRAINING SUPPORT DIVISION (NISC-25)

The Acoustic Analysis and Training Support Division provides initial screening of incoming acoustic intelligence data and support for acoustic training materials. The division:

- a. Conducts initial aural screening and evaluation of all received acoustic intelligence data to determine quality and content.
- b. Identifies high interest events for indepth analysis.
- c. Identifies acoustic data suitable for fleet training.
- d. Assists in-depth analysis selected events.

#### 206.6 FLEET SUPPORT DIVISION (NISC-26)

The Fleet Support Division is established to provide direct support to fleet units involved with acoustic and other undersea data collection and perform initial screening of incoming acoustic intelligence data. To accomplish this, the Division will:

- a. Provide onboard direct support to the commanding officers of submarines and surface ships engaged in acoustic intelligence collection.

#### 207. NAVAL SYSTEMS DEPARTMENT (NISC-30)

The Naval Systems Department is tasked to produce scientific and technical intelligence of national and naval interest concerning foreign naval systems (submarines, naval aircraft, and foreign surface ships, including high-performance. To accomplish this, the Department will:

- a. Produce naval scientific and technical intelligence studies, engineering analysis and technical reports concerning Naval Systems in support

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of the Director, Defense Intelligence Agency, the Secretary of the Navy, and the Chief of Naval Operations.

- b. Participate in the production of naval threat assessments, intelligence estimates and studies, and forecasts for use by national, joint and service levels.
- c. Develop and maintain a current data base of foreign naval ship, aircraft and submarine characteristics and produce the DIA Ship Characteristics Handbooks in support of the Department of Defense requirements.
- d. Produce integrated naval systems studies (air, surface and submarine) in support of DIA and Navy tasking which requires the integration of platform, propulsion, sensors, weapons systems, command and control, countermeasures, capabilities and vulnerabilities into a comprehensive weapon system. Serve as NISC focal point for foreign naval systems (air, surface and submarine).
- e. Produce intelligence studies on foreign applications of science and technology, including metallurgy, structures, nuclear and conventional propulsion, environmental sciences and material engineering, as directed by the Commanding Officer.
- f. Produce intelligence studies of foreign naval research, development, test and evaluation facilities, research institutes, production facilities (including shipyards) and personnel in support of DIA tasking. Serve as NISC focal point in these areas.
- g. Produce comprehensive engineering studies of foreign naval platforms (surface, submarine, submersible, air and high performance craft) in support of DIA scheduled tasking. Provide engineering and consultant services to NISC, naval commands and other DoD elements.
- h. Provide technical intelligence assistance to the naval R&D establishment and Navy operating forces concerning foreign air, surface and submarine systems as directed by the Commanding Officer.
- i. Provide technical support and guidance on intelligence collection matters in designated areas of responsibility.
- j. Provide briefings and support to DoD, naval organizations and fleet units in the field of technical intelligence matters as directed by the Commanding Officer.
- k. Maintain close scientific and technical relationships with the U.S. Government research and development community establishing liaison with and participating through membership on RDT&E boards and committees as directed.
  - l. Provide representation on ONI and DCI committees, subcommittees, and ad hoc panels as directed by the Commanding Officer. Provide representation to significant domestic and international conferences.
  - m. Carry out personnel management and training programs in order to promote career development of employees.

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n. Provide support in mission areas to NISC departments and staff elements as required.

o. Provide coordination through the Command on matters pertaining to Free World/Third World naval platform analysis.

## 207.1 SUBMARINE SYSTEMS DIVISION (NISC-32)

The Submarine Systems Division is tasked to produce technical intelligence of national and naval interest concerning foreign submarines and submersibles; to maintain a worldwide automated technical data base of submarines and submersibles in support of national programs; to assess and evaluate foreign technology in submarine weapons systems and mission-related areas including construction, repair, refit, retrofit, operations, and RDT&E in support of national and naval intelligence estimates, trends, and forecasts; to produce integrated submarine weapon systems studies, technical intelligence trend studies, reports, handbooks, briefings, working papers, naval messages, etc., in mission related areas of interest as directed by the Commanding Officer; to provide technical support and guidance to naval and national intelligence collection and exploitation programs as directed by the Commanding Officer; and to conduct technical liaison with domestic and foreign intelligence and RDT&E elements as directed by higher authority. To accomplish this, the Division will:

a. Act as point of contact with major DOD, CNO, RDT&E elements for support and guidance on foreign submarines and submersible systems.

b. Act as NISC focal point for technical matters related to foreign submarine and submersible systems.

c. Participate in ONI, DCI and NISC committees, subcommittees and ad hoc panels and participate in significant domestic and international conferences as directed by the Commanding Officer.

d. Produce naval scientific and technical intelligence studies, trend studies and technical reports in support of the Director, DIA, the Secretary of the Navy, and the Chief of Naval Operations concerning submarine and submersible systems.

e. Participate in preparation of threat assessments, intelligence estimates and studies, trends and forecasts for use by national, joint, and service organizations.

f. Develop and maintain a current data base of foreign submarine and submersible systems characteristics and produce Characteristics and Performance Handbooks in support of DOD requirements.

g. Produce integrated submarine system studies and submarine warfare system studies, as directed by Commanding Officer of NISC, which require the integration of hull, propulsion, sensors, weapon systems, command and control, countermeasures, capabilities and vulnerabilities, technology and strategy into a comprehensive weapon system.

h. Support intelligence studies on foreign applications of science and technology to submarine systems as directed by the Commanding Officer.

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- i. Provide members on intelligence panels for the Naval Material Command and DCI committees and subcommittees.

## 207.2 SURFACE SHIP SYSTEMS DIVISION (NISC-33)

The Surface Ship Systems Division is established to produce technical intelligence concerning foreign naval and para-naval surface ships including maintain a technical data base on world-wide naval surface platforms through generation of collection requirements, evaluation of submissions and integration of data; to assess current foreign naval surface shipbuilding programs and to provide estimates for future construction and force levels; to produce Ships Characteristics Handbooks, and encyclopedic primary sources, weapon systems studies, and in-depth analysis series on selected surface platforms, and line drawings in support of publications and briefings; to present briefings and provide technical support to national, departmental and naval commands, components and R&D facilities as directed by the Commanding Officer; to assess foreign warship capabilities and vulnerabilities; to determine technical attributes of foreign warship designs including structure, arrangements, powering, hull form, tactical maneuvering and installed systems. To accomplish this, the Division will:

a. Produce Ship Characteristics Handbooks and similar ADP output covering all foreign country navies, as directed by the Commanding Officer, which requires detailed analysis of all the hull and engineering and armament, shipboard aircraft, electronics, communications, navigation, and logistics interface features.

b. Produce weapon system studies on selected surface ships as directed by the Commanding Officer, which requires integration and an in-depth analysis of characteristics, capabilities and vulnerabilities.

c. Develop and maintain technical data base on world-wide surface platforms through the generation of requirements, evaluation of submissions, issuing and guidance for selectivity of collection efforts and the integration into a manageable retrieval system.

d. Provide analysis of current and future shipbuilding programs and force levels in support of DIPP, NIE and other national level estimative products. Provide membership to the naval subcommittee of the WSSIC.

e. Provide primary data for forecasting of surface platform characteristics development and correlate other departments' technical forecasting inputs to trends studies.

f. Provide technical intelligence assistance to the Naval R&D establishment and naval operating forces concerning surface platforms as directed by the Commanding Officer. Provide command representatives to the NAVAIR Soviet Ship Vulnerability Program (SSVP). Provide command representatives to NAVSEA Foreign Surface Ship Technical Advisory Group (FSSTAG).

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g. Provide assistance to DIA on world-wide naval order of battle and ship functional typing.

h. Provide analysis of foreign R&D facilities, organizations and technical programs including projection of future capabilities.

i. Produce detailed drawings on all worldwide surface platforms to support DIA tasking for Ships Characteristics Handbooks, Weapon System studies, and other collateral responsibilities throughout the command.

j. Provide data and representatives to foreign intelligence symposia.

k. Provide briefings, studies and point papers to the DOD and naval establishment.

l. Provide data to members of Congress and the Congressional staff and other higher authorities.

m. Provide technical design attributes of foreign warships to the U.S. Naval Material laboratories, military contractors and U.S. weapons development community.

### 207.3 AIR SYSTEMS DIVISION (NISC-35)

The Air Systems Division, in the general area of aeronautical weapons system platforms, is responsible for the preparation of collection requirements, development of collection methodology of a scientific and technical nature, analysis and evaluation of material collected, processing of raw material into finished intelligence; preparation for presentations and publications; providing scientific and technical support to DOD and naval commands and agencies, laboratories, and technical and scientific activities concerned with foreign aircraft developments and U.S. countermeasure requirements; advising these agencies and activities of intelligence information impinging on domestic research and development programs, exchanging information with technical activities of other services and agencies within and from without the intelligence community; and, providing representation for the Naval Intelligence command on appropriate inter-agency committees. In this regard, the Division will:

a. Integrate Soviet naval airborne weapons systems studies covering both fixed and rotary wing aircraft.

b. Integrate technical guidance relative to collection and material exploitation matters concerning Soviet air weapons systems.

c. Integrate pertinent HUMINT, PHOTINT, and SIGINT in order to make Soviet naval aircraft technical assessments and to contribute to specific as well as overall threat assessments.

d. Integrate assessments concerning naval associated aeronautical R&D including airfields, production facilities, operating bases and test ranges.

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e. Act as a focal point for all scientific and technical intelligence studies addressing Soviet naval fixed and rotary wing aircraft weapon systems, and aircraft associated hardware.

f. Act as a focal point for scientific and technical relationships with the U.S. aircraft community and the establishment of liaison and participation in committees and activities as directed by higher authority.

g. Act as a focal point for DNI and NISC representation on designated DOD, national and international committees addressing airborne weapons systems performance, characteristics and application.

h. Participate in Soviet naval airborne weapons systems projections.

i. Participate in current intelligence reporting such as Weekly Wires, NAVSTIR articles, NITAs, etc.

j. Participate in POM and other management activities directly impinging upon the division's capability or requiring assessments pertinent to the overall assessment of the integrated air weapon system.

k. Participate in National Tasking Plan affecting NISC.

l. Participate in National Intelligence Estimates and force projections.

m. Participate in supporting NAVAIRSYSCOM Foreign Air Technical Assessment Group (FATAG) with periodic briefings.

## 208. NAVAL WEAPONS TECHNOLOGY DEPARTMENT (NISC-40)

The Naval Weapons Technology Department is established to analyze and produce scientific and technical intelligence on foreign naval weapons and weapons technology trends. To accomplish this, the Department will:

a. Accomplish detailed scientific and technical intelligence research and analysis of foreign naval weapons and foreign weapons technology trends.

b. Maintain data base on foreign naval weapons and weapon technology trends including RDT&E and production facilities, launch interfaces, and personalities.

c. Provide technical direction for exploitation of foreign naval weapons.

d. Serve as focal point for all intelligence analysis and production related to the technical characteristics and performance parameters of current and projected foreign naval weapons.

e. Serve as focal point for development of threat assessments and threat projections with regard to foreign naval weapons and weapon technologies.

f. Provide intelligence support to naval laboratories, weapons developers, naval warfare planners, and the operating forces of the U.S. Navy.

- g. Provide the technical management for all external assistance addressing the scientific and technical analysis of foreign naval weapons.
- h. Prepare reports, studies, handbooks, briefings, threat assessments, estimates, and forecasts, and other forms of intelligence production setting forth the results of completed scientific and technical analysis.
- i. Provide collection requirements, priorities, guidance, and technical advice for collection activities with regard to foreign naval weapons and weapon technologies.
- j. Provide the Navy member or alternate member to appropriate Weapon and Space Systems Intelligence Committee (WSSIC), subcommittees, and working groups and members to other inter-agency committees, subcommittees, and working groups as required.
- k. Maintain liaison with other U.S. and appropriate friendly foreign scientific and technical intelligence organizations on topics related to naval weapons and weapon technologies.
- l. Maintain continuous liaison with the R&D community (government, industry and academic) to keep abreast of scientific and technical advances in the field of naval weapons.
- m. Accomplish personnel management and establish training programs in order to promote career development of employees.
- n. Provide support in mission areas to NISC departments and staff elements as required.

#### 208.1 PRODUCTION COORDINATION DIVISION (NISC 40P)

The production Coordination Division is tasked, under the Head, Naval Weapons Technology Department, with:

- a. Functioning as departmental central point of contact for project control and is responsible for receipt, screening, divisional assignment, and monitoring status of projects.
- b. Coordination of annual departmental scientific and technical intelligence publication production. Included in this function is receipt and dissemination of annual production tasks; establishment of production schedules and milestones thereto; monitoring of production progress throughout the production process.
- c. Accomplishing departmental liaison between the various divisions and other NISC departments when coordinated efforts are required in production or tasking.
- d. Processing all incoming tasking correspondence for control and routing to cognizant departmental personnel.
- e. Establishing manhour estimates for each production task and record manhour expenditures on each production item.

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f. Developing options and preparing correspondence with regard to problems anticipated or encountered in timely completion of taskings.

208.2 SENIOR STAFF ENGINEER (NISC-40T)

a. Planning, coordinating and guiding the use of multidiscipline engineering techniques and resources within the Naval Weapons Technology Department.

b. Recommending engineering personnel and equipment needs for use in satisfying departmental responsibilities concerning all foreign naval weapons.

c. Serving as the technical authority on all matters relating engineering to all source intelligence collection, analysis, and production.

d. Serving as a technical advisor to senior level department engineers who cover a broad range of disciplines including electrical, mechanical, chemical, aerospace, and aeronautical engineering.

e. Acting as the department point of contact on issues dealing with foreign technology transfers.

f. Directing and planning for present and future engineering capabilities of the department.

g. Ensuring all technical products prepared by or contracted for the department are of the highest professional scientific and technical standards.

h. Providing motivation and example and ensuring the highest level of proficiency and professional advancement for department engineers.

i. Reviewing extensive external contracts in the development of technical weapons data to prevent unnecessary duplication and to assess the quality of technical expertise.

j. Manage departmental personnel training programs. Serve as NISC-40 representative to all command-level training program committees and advisory panels.

k. Manage departmental budgetary functions including preparation of POM inputs and development of 5-year plan. Develop and manage departmental travel budget. Administer departmental overtime/compensatory time usable by initiating all requests, maintaining overtime records, and monitor current status of overtime authorizations.

208.3 BALLISTIC MISSILE SYSTEMS DIVISION (NISC-41)

The Ballistic Missile Systems Division is tasked with producing and disseminating scientific and technical intelligence, evaluating technological trends, and estimating current and future capabilities and limitations of foreign naval ballistic missile systems. To accomplish this, the Division will:

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- a. Perform detailed research and scientific and technical analysis of foreign naval ballistic missile systems to ascertain performance parameters and underlying technologies.
- b. Perform engineering analysis of sensor data including radar, infrared (IR), multipath, telemetry, photography, radar cross section and IR time intensity profiles, to derive complete missile subsystem descriptions.
- c. Prepare reports, studies, handbooks, briefings, threat assessments and other products representing the results of completed analytical work.
- d. Estimate key ballistic missile weapon system capabilities including missile physical characteristics, throw weight, payload configuration, maximum range, accuracy, reliability and initial operating capability.
- e. Perform engineering analysis of the SLBM subsystems, such as launch vehicles, propulsion systems, guidance and control, and payloads to determine current technologies and capabilities of each.
- f. Evaluate trends in foreign ballistic missile technology through analysis of relevant missile and space research and developments.
- g. Make projections of future foreign ballistic missile weapon system developments based on indicators available from knowledge of current developments, test facilities, missile production plants, propulsion test facilities, logistics facilities, subsystem pop-up test facilities, and candidate at-sea launch platforms.
- h. Monitor all-source, current intelligence for related test events and maintain event files and statistical records of events affecting assessments of foreign ballistic missile systems.
- i. Monitor the status, growth and development of foreign naval ballistic missile test ranges.
- j. Review, evaluate and maintain a data base on all technical intelligence products related to foreign ballistic missile systems produced with NISC or other intelligence organizations.
- k. Maintain data base on technology developments related to U.S. and foreign naval ballistic missile systems.
- l. Provide collection requirements, priorities and technical guidance.
- m. Provide intelligence support to naval warfare planners, weapon systems and designers, the operating forces, national defense planners, strategic arms negotiators, and other government agencies.
- n. Provide technical direction and engineering support to foreign missile exploitation programs.
- o. Provide the Navy member and/or alternate member to the Ballistic Missile Systems Subcommittee (BMSS) of the Weapon and Space Systems Intelligence Committee (WSSIC) and participate in other international or inter-agency committees, sub-committees, and working groups as directed.

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- p. Monitor external assistance contracts performing systems and sub-systems analysis of foreign naval ballistic missiles.

#### 208.4 AERODYNAMIC WEAPON SYSTEMS DIVISION (NISC-42)

The Aerodynamic Weapon Systems Division is established to produce and disseminate scientific and technical intelligence, evaluate technological trends, and estimate current and future capabilities and limitations of foreign naval-related aerodynamic weapon systems. In this regard, the Division will:

- a. Perform detailed research and scientific and technical analysis of foreign naval-related aerodynamic weapon systems, determining performance parameters and underlying technology.
- b. Determine total weapon systems characteristics, capabilities, and limitations which impact on weapon effectiveness and system performance.
- c. Provide a central point of aerodynamic weapon system expertise for missile seekers, aerodynamics, propulsion, warheads, fuzing, and for all electronic subsystems within the command.
- d. Perform engineering analysis of sensor data to provide complete weapons systems and subsystems descriptions, including airframe, propulsion, warhead, guidance and control. The guidance and control includes seekers, command receivers, altimeters, autopilot, correlators, beacons, and signal processing.
- e. Assess all-source intelligence inputs from support departments for integration in aerodynamic missile system analysis.
- f. Monitor external assistance contracts let to perform analysis of foreign aerodynamic weapon systems.
- g. Prepare reports, studies, handbooks, briefings, threat assessments, and other special purpose products setting forth the results of completed analytical work.
- h. Provide collection requirements, priorities, and technical guidance.
- i. Provide intelligence support to naval warfare planners, weapon systems designers, countermeasures program developers, the operating forces, and other government agencies.
- j. Provide the Navy member or alternate member to the appropriate subcommittees and working groups of the Weapon and Space Systems Intelligence Committee (WSSIC) and members to other international or inter-agency committees, subcommittees, and working groups, as required.
- k. Maintain liaison with other U.S. and appropriate friendly foreign scientific and technical intelligence organizations to ensure exchange of intelligence data on international weapons developments, exchanges and trade agreements.

1. Provide technical direction for exploitation of aerodynamic weapon related foreign material.
  - m. Maintain liaison with the R&D community (government, industry and academic) to keep informed of new technical advances.
  - n. Maintain a data base on all technological developments related to aerodynamic weapon systems and weapon flight tests.
  - o. Monitor all-source current intelligence for related events and maintain event files and statistical records of events impacting on the assessment of foreign aerodynamic weapon system capabilities and deployments.
  - p. Coordinate and consolidate technical intelligence products from other NISC departments and government intelligence agencies related to aerodynamic weapon systems developments.
  - q. Project improved and future systems in terms of indicators available from development, production and test facilities, plants, logistics facilities and candidate at-sea or naval-related launch platforms.
  - r. Monitor the status, growth and development of foreign naval weapons test ranges.
  - s. Develop techniques to aid in forecasting new weapons development, launch event prediction, and trends in technologies and capabilities of foreign naval-related weapon systems.
  - t. Provide projection of future aerodynamic missiles, their subsystems and the technology employed.

#### 208.5. CONVENTIONAL WEAPON SYSTEMS DIVISION (NISC-43)

The Conventional Weapon Systems Division is established to produce and disseminate scientific and technical intelligence; evaluate technological trends; and estimate and project the threat with regard to non-missile, naval weapons systems. In this regard, the Division will:

- a. Perform detailed research and scientific and technical analysis of conventional weapon systems and CBR warfare techniques.
- b. Collect and maintain data base relating to RDT&E of Directed Energy Weapons (DEW) and related technologies; perform detailed research and scientific/technical analysis of foreign DEW systems.
- c. Prepare reports, studies, handbooks, briefings, threat assessments and other products setting forth the results of completed analytical work.
- d. Provide technical direction for exploitation of foreign material.
- e. Provide the department's contract monitor for external assistance efforts.

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- f. Provide intelligence support to naval warfare planners, weapon system designers, the operating forces and other government agencies.
- g. Maintain liaison with other United States and appropriate friendly foreign scientific and technical intelligence organizations to facilitate knowledge of intelligence holdings of other agencies on internal sales, exchanges and trade agreements.
- h. Provide representatives to international or inter-agency committees, subcommittees and working groups as required.
- i. Maintain liaison with the R&D community (government, industry and academic) to keep abreast of new technological advances.
- j. Provide collection requirements, priorities and technical guidance.
- k. Monitor all-source current intelligence for foreign ordnance related test events and maintains event files and statistical records.
- l. Project improved and future systems in terms of indicators available from production development and test facilities, plants, logistics facilities and candidate at-sea launch platforms.
- m. Monitor the status, growth and development of foreign naval weapon test ranges and centers.
- n. Develop techniques to aid in forecasting new weapons development and trends analyses.
- o. Monitor data base.

#### 209. ELECTROMAGNETIC SYSTEMS DEPARTMENT (NISC-50)

The Electromagnetic Systems Department is tasked with implementation of the responsibility of NISC with respect to the production of scientific and technical intelligence on foreign electromagnetic systems. In this regard, the Department will:

- a. Carry out the command responsibilities for the production of scientific and technical intelligence on foreign electromagnetic communications, command and control systems, ocean surveillance systems, electronic warfare systems, radar, data links, electro-optic systems and technical intelligence nuclear intelligence. In executing this function, the Electromagnetic Systems Department analyzes intelligence data as required (except imagery and coordinates with other NISC departments and external entities as necessary).
- b. Carry out the command responsibility for analysis of missile and space system telemetry, missile associated ELINT (including seeker, guidance and control signals/systems), and ELINT not necessarily associated with missile systems, (i.e., radars, jammers, etc.). The Electromagnetic Systems Department is responsible for establishing and maintaining analysis equipment capabilities as required.

- c. Carry out the command responsibility for in-depth analysis of NUCINT data, and is responsible for establishing and maintaining processing and analysis equipment capabilities as required.
- d. Update and maintain an automated Electronic Characteristics Data Base.
- e. Determine intelligence gaps and prepare collection requirements and priorities for electromagnetic systems; monitor collection activities; and provide guidance and technical back-up for intelligence collection activities.
- f. Maintain close liaison with the U.S. Navy R&D community in order to provide intelligence information and to monitor technological advances in electromagnetic systems.
- g. Carry out personnel management and training programs in order to promote career development of employees.
- h. Provide support in mission area to NISC department and staff elements as required.
  - i. Provide support to national level committees and working groups.
  - j. Develop and maintain data base on selected GREY electronic systems.

#### 209.1 PRODUCTION/ADMINISTRATION STAFF (NISC-50A)

The Production/Administration Staff is tasked with implementing the responsibilities of the Electromagnetic Systems Department in the management of scientific and technical intelligence production and providing administrative support to the department. In this regard, the Staff will:

- a. Assume responsibility for tasking and project control.
- b. Coordinate the production of all publications under the department's cognizance.
- c. Assume responsibility for the administrative functions of the department.
- d. Coordinate requirements, determinations for, and appropriate placement of Naval Reservists within divisions of the department.
- e. Provide general administrative support to all elements of the department in such areas as mail, files, distribution and control of correspondence, supplies, and space utilization.

#### 209.2 ELECTRONICS DIVISION (NISC-51)

The Electronics Division is tasked with implementation of the responsibilities of the command for the production of technical intelligence on foreign military electromagnetic sensor systems and equipment in accordance with DIA directives and with satisfying national tasking and U.S. Navy requirements; to act as principal advisor to NISC and Naval Intelligence command in matters concerning foreign naval electronics and electro-optics;

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and to manage or administer specific programs as directed by higher authority. In this regard, the Division will:

- a. Serve as technical advisor to NISC and the U.S. Navy on all aspects of foreign electronic and electro-optic sensor systems and equipment of naval interest, and represent the command and/or the DNI on interagency working groups and committees.
- b. Act as the Naval Intelligence Command point of contact for electronic and electro-optic sensor and equipment related matters and for all current and projected scientific and technical intelligence estimates relating to foreign naval related electronics and the threat they may pose to present or future naval operations.
- c. Perform in-depth research, study and analysis of all-source intelligence data and materials concerning foreign electromagnetic systems (such as reconnaissance (radar), ESM, ECM, ECCM, IFF, data links, computers, battle management system, electro-optical, missile components and computers); prepare detailed studies, handbooks, reports, briefings, estimates and forecasts, and any other format required to disseminate analytical findings in accordance with DIA or departmental directives.
- d. Perform detailed analysis of foreign missile associated and other assigned ELINT data in accordance with the Sharing Analysis Effort (SAE) executed by NISC, DIA and the National Security Agency (NSA).
- e. Perform in-depth analysis on ELINT and telemetry data collected by naval collection resources and provide appropriate and timely feedback to these collectors.
- f. Perform in-depth analysis of foreign naval missile electronics under DIA tasking and in cooperation with the Telemetry and Beacon Analysis Committee (TEBAC).
- g. Maintain liaison with other U.S. and allied scientific and technical intelligence organizations as directed. Maintain liaison with the naval R&D community to keep abreast of new technological advances and to provide pertinent intelligence for their use as applicable.
- h. Maintain an automated electromagnetic characteristics data base.
- i. Determine intelligence gaps and collection requirements and priorities for electronic warfare and missile electronic systems; monitor collection activities; and provide guidance and technical back-up for intelligence collection activities.
- j. Develop and maintain data on selected GREY electronic systems.
- k. Continually develop and improve methods and techniques for forecasting electronic systems and technology utilization.
- l. Act as the central point of contact for the DNI for the requirements and responsibilities of analysis of ELINT and TELINT data; maintain liaison with appropriate agencies and with Navy laboratories, SYSCOMs and operational

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commands; and represent the DNI, COMNAVINTCOM and/or NISC on inter-agency working groups and committees.

- m. Process and analyze all data collected by NUCINT systems and expeditiously report the results of the analysis to area commanders and the national community; perform in-depth intelligence research and analysis to determine the significance of the data collected; and support the COMNAVINTCOM NUCINT manager.
- n. Maintain signals analysis equipment and perform duties as technical monitor for the development and/or installation of new equipment.
- o. Provide the command point of contact and develop and monitor all collection requirements on foreign naval related electromagnetic systems and signals.
- p. Serve as the departmental point of contact and manage and/or administer special projects that have a bearing on the department's productivity (such as SIGIPS).

#### 209.3 COMMUNICATIONS/OCEAN SURVEILLANCE SYSTEMS (NISC-52)

The Communications/Ocean Surveillance Systems Division is tasked with implementing the responsibilities of the Naval Intelligence Support Center with respect to the production of technical intelligence on naval related foreign command, and control communications (C<sup>3</sup>), C<sup>3</sup> countermeasures (C<sup>3</sup>CM), ocean surveillance (SOSS) (including space systems), in accordance with DIA directives and to satisfy national tasking and U.S. Navy requirements; to act as principal advisor to NISC and Naval Intelligence Command in matters concerning naval related C<sup>3</sup>, C<sup>3</sup>CM and SOSS. In this regard, the Division will:

- a. Serve as technical advisor to NISC and the U.S. Navy on all aspects of foreign C<sup>3</sup>, C<sup>3</sup>CM and SOSS (including space) systems of naval interest, and represent the command and/or the DNI on inter-agency working groups and committees.
- b. Act as the Naval Intelligence Command point of contact for all current and projected scientific and technical intelligence estimates and projections related to foreign naval associated C<sup>3</sup>, C<sup>3</sup>CM and SOSS and the threat they may pose to present and future naval operations.
- c. Perform in-depth technical intelligence research, study and analysis of all-source intelligence data and materials concerning foreign related SOSS, C<sup>3</sup> and C<sup>3</sup>CM systems and all associated activities; prepare detailed studies, handbooks, reports, briefings, estimates and forecasts, and any other format required to disseminate analytical findings in accordance with DIA or department directives.
- d. Perform in-depth analysis of command and control links (telemetry) and space systems under DIA tasking and in cooperation with the Telemetry and Beacon Analysis Committee (TEBAC).

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e. Determine intelligence gaps and collection requirements and priorities for SOSS, C<sup>3</sup> and C<sup>3</sup>QM systems; monitor collection activities; provide guidance and technical support for regular and special collection activities; and evaluate and report on the results of collection.

f. Maintain liaison with U.S. and allied scientific and technical intelligence organizations as directed. Maintain liaison with the naval R&D community to keep abreast fo new technological advances and to provide pertinent intelligence for their use as applicable.

## 210. TECHNICAL SERVICES DEPARTMENT (NISC-60)

The Technical Services Department is responsible for providing a wide variety of vital S&T intelligence supporting services to all command departments, NAVINTCOM, CNO, ONI, DoD and other national-level taskers. The Technical Services Department carries out this mission through five major divisions--Micrographics, Translations, Information Services, Photographic and Publications--composed of professionals employed in a wide range of occupational specialties. To accomplish this, the Department is committed to:

a. Receive, review and coordinate all incoming reports, graphics and other intelligence materials for microprocessing, reproduction, and ultimate accurate and responsive satisfaction of all Naval Intelligence Processing Systems (NIPS) and Shipboard Microfilm Program (SMP) miniaturization program requirements for direct support to the Fleet worldwide.

b. Translate foreign language documents and periodicals for data base input and promote, throughout the U.S. Navy, an understanding of the capabilities and the state of overall preparedness of foreign navies.

c. Manage the Navy's input to the Central Information Reference and Control (CIRC) system and the production of materials for the Naval Intelligence Support Center.

d. Process intelligence materials in photographic, lithographic, microform and visual aids formats for dissemination as finished intelligence.

e. Edit, illustrate and compose intelligence materials in formats suitable for prespecified reproduction and distribution.

### 210.1 MICROGRAPHICS DIVISION (NISC-61)

The Micrographics Division is established to provide the department with comprehensive staff assistance in coordinating all functions assigned in order to effect accurate and responsive satisfaction of all Naval Intelligence Processing System (NIPS) and Shipboard Microfilm Program (SMP) Miniaturization Program requirements; providing the Department with a contact point to gather, maintain and coordinate all information necessary to assist in making policy and management decisions on data base matters. To accomplish this, the Division has the responsibility to:

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- a. Receive, review and coordinate all incoming reports, graphics and other intelligence materials for microprocessing, reproduction, and ultimate world-wide Fleet dissemination.
- b. Develop and implement programs for the efficient utilization of departmental resources to accomplish assigned production tasking for the NIPS data base. Conduct a continuing program and analysis of production methods and hardware to ensure departmental capabilities of the highest level.
- c. Maintain comprehensive statistical records of divisional production and administrative tasking and fiscal accounting, budgeting and consumption.
- d. Provide extensive consultation and advice for the Department on policy decisions involving production planning, budgeting matters and the management of divisional resources.
- e. Provide inter-departmental coordination as directed, including functioning as:
  - (1) NISC representative to the Naval Intelligence Processing System (NIPS) Ad Hoc Committee for Data Administration and Dissemination.
  - (2) NIPS Miniaturized Data Base production coordinator.
- f. Provide such inter-agency coordination as may be levied on the Department to include:
  - (1) Micrographics Working Group (NFIB)
  - (2) TTM Coordination (DIA/TTMP)
  - (3) NIPS Data Base Coordination (NIC/CNO)
  - (4) SMP Data Base Coordination (NIC/CNO)

## 210.2 TRANSLATION DIVISION (NISC-62)

The Translation Division is established to promote an understanding of the mission, functions, organization, capabilities, and readiness of foreign navies through the exploitation of foreign literature. To accomplish this, the Division has the responsibility to:

- a. Perform or arrange a full range of foreign language services on an ad hoc basis for NISC, NIC, DNI, OPNAV, CNO, SECNAV, DIA, JCS, NIS, NOIC, other Navy components, and ships and commands of the Fleet. These services include translations, summaries, and abstracts of books, monographs, reports, official correspondence, NATO and naval messages, "Welcome Aboard" brochures, and other texts; consultation on foreign language texts and terminology; interpreting; and interviewing and debriefing of foreign nationals.
- b. Operate a coordinated foreign naval literature exploitation program in response to intelligence tasking; serve as the Navy focal point for

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the substantive aspects of foreign document exploitation; conduct translation duplication checks with CIA.

c. Translate on a regular basis selected articles from Soviet periodicals such as Soviet Naval Digest and Soviet Shipbuilding, and produce monthly newsletters--NAVSCAN on Sino-Soviet naval developments, and WESTFLEETS on Western/Third World Naval matters--in response to DIA tasking.

d. Act as point-of-contact between the Naval Intelligence Command and other government agencies on foreign language matters; arrange quid-pro-quo services with other foreign language services (State Department, Army ITAC, FSTC, VOA, CIA, DIA, AF FTD, AFHQ, NSA) as necessary.

e. Compare the English and foreign-language versions of bilateral and multilateral Navy agreements to certify textual conformity.

f. Utilize Naval Reserve language capabilities through the NISC Reserve Translation Project and NISC Translation Unit 0166; provide ACDUTRA billets for reserve personnel and initiate tasks for them.

g. Establish criteria for the selection of translation external assistance sources, set standards for work performance, maintain a pool of tested sources, and control the quality of the work produced.

h. Provide substantive guidance to collectors of foreign literature in the field to make their efforts more responsive to continuing and changing NISC requirements.

i. Provide instruction in foreign languages and guidance in handling foreign language information.

j. Prepare dictionaries and glossaries of foreign naval terminology and English equivalents to promote consistency and standardization of terminology.

k. Provide advice on machine translation and machine-aided translation matters to agencies in and outside government and develop the Navy position on those subjects.

l. Provide general policy guidance to satellite translation services in Naval Ship Systems Command, Naval Oceanographic Office, Naval Research Laboratory, Naval Medical Research Institute, and others.

m. Coordinate with ONR Patent Counsel on matters pertaining to copyright law with specific reference to translations and issues pertaining to satellite translation services.

### 210.3 INFORMATION SERVICES DIVISION (NISC-63)

The Information Services Division is established to provide the Naval Intelligence Support Center and the Naval Intelligence Command with a complete range of technical library information services in support of S&T tasking. In order to accomplish this, the Division has the responsibility to:

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- a. Provide reference services to analysts and other professional personnel. Reference services include collection management, current awareness services (including profiles), and retrospective searching of manual and automated data bases ranging from unclassified to compartmented. Data bases are those either created in-house or available from outside sources and may or may not be intelligence-related.
- b. Provide circulation services in both collateral and compartmented libraries.
- c. Provide acquisitions and inter-library loan services.
- d. Catalog/index and process all library materials in collateral and compartmented library collections.
- e. Select and index documents to be entered into the Central Information Reference and Control (CIRC) system.
- f. Select documents to be entered into the Naval Intelligence Processing System (NIPS).
- g. Manage the Navy's participation in the Scientific and Technical Intelligence Information Support Program (STIISP) and represent the Navy on the STIISP Program Review Committee.
- h. Represent the Naval Intelligence Command on the Navy Council of Scientific and Technical Librarians (CONSATL) and other committees and organizations associated with information science.
- i. Provide public information services to the Command through a variety of media, such as the New Accessions Bulletin and special lists of publications available in the libraries.
- j. Operate automated intelligence storage and retrieval systems.

#### 210.4 Photographic Division (NISC-64)

The Photographic Division is established to provide full comprehensive photographic and video services in support of Scientific and Technical Intelligence information for dissemination as finished intelligence. Photographic and video services are also provided to highly sensitive intelligence collection programs. To accomplish this, the Division has the responsibility to:

- a. Provide photographic documentation of significant events.
- b. Provide processing for both black and white and color films.
- c. Provide copy capabilities for various sizes of charts, maps and photographs.
- d. Provide photographic reproductions from black and white and color films.

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- e. Provide video recordings of technical documentation.
- f. Provide video reproduction and editing of scientific and technical documentation.
- g. Produce vugraphs and 35mm slides.
- h. Act as the Command's representative on audiovisual matters.
- i. Coordinate NIC/NISC Precious Metals Recovery Program.
- j. Coordinate all NISC requirements for photographic and video material and equipment.
- k. Provide an Audiovisual Detachment at Chesapeake Beach, Maryland in support of the Foreign Material Program.

#### 210.5 PUBLICATIONS DIVISION (NISC-65)

The Publications Division is established to provide professional technical editing and writing support to analysts; prepare graphic materials for publications, visuals for briefings and engineering drawings for laboratories; produce composed texts for publications and provide lithographic and duplication services. To accomplish this, the Division has the responsibility to:

- a. Provide technical editing and writing services directly to analysts.
- b. Assist analysts in selecting publication graphics; maintain a library of published graphics.
- c. Maintain an inter-department on-line computer system for publication writing, editing and composition.
- d. Operate a fully automated text composition and layout facility for the production of lithographic camera copy.
- e. Provide separate staffs for the publication of collateral and compartmented graphics.
- f. Furnish support to analysts in the preparation of visual aids for briefings; compile scale engineering drawings, perspectives, artist's renditions, charts, tables, etc.
- g. Compile production statistics for input to various management information reports.
- h. Provide printing and duplicating services for all NAVINTCOM activities, operate an authorized printing facility.

#### 211. IMAGERY ANALYSIS DEPARTMENT (NISC-70)

The Imagery Analysis Department is tasked to analyze imagery for naval Scientific and Technical (S&T) and current intelligence (also referred to as Indications and Warning (I&W) projects). In addition, the Department is

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responsible for producing recognition materials and exploiting imagery obtained from special national and naval collection programs. Finally, the Department Head is dual-hatted as the Director of the Navy Intelligence Imagery Systems Management Office (NIISMO) in direct support of the Director of Naval Intelligence (DNI). To accomplish this, the Department will:

- a. Provide representation for the Navy on selected COMIREX and other committees, as directed.
- b. Perform technical analysis of imagery to produce imagery-derived technical data for national, naval and command consumers and analysts.
- c. Perform operational analysis of current imagery to produce imagery-derived intelligence data for NAVOPINTCEN and NISC, and through those activities, for the national I&W data base.
- d. Support fleet imagery development and exploitation programs as requested and produce recognition guides and interpretation keys.
- e. Exploit data from and provide support to the Special Navy Collection Program and national collection programs.
- f. Manage the flow of imagery data within NISC, plan for resources needed for operation of the department, and provide necessary administrative support.
- g. Develop and procure equipment, software, techniques and procedures to enhance department capabilities and efficiency.
- h. Operate and maintain the department's digital image processing and video image processing systems and exploitation equipment.

#### 211.1 IMAGERY MANAGEMENT DIVISION (NISC-71)

The Imagery Management Division has two primary tasks:

- a. It is established to process NISC imagery collection requirements and to advocate collection action to the COMIREX structure. In this capacity, NISC-71 coordinates Navy Department interest in supporting imagery exploitation.
- b. It is also established to support the Director, Navy Intelligence Imagery Systems Management Office (NIISMO), NISC-70, in representing the DNI on all matters dealing with Naval Intelligence imagery. In order to coordinate all matters relating to intelligence imagery in the Navy, the division will be responsible for:
  - (1) Development of a systematic program for GDIP funded imagery activities within the Navy.
  - (2) Recommendations on the management of Navy imagery related activities.
  - (3) Documentation of requirements for equipment, systems, and personnel to support intelligence imagery programs.

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- (4) Planning and monitoring efforts to correct deficiencies in imagery related areas.
- (5) Representing the Navy in national level and interservice imagery committees, working groups and conferences.
- (6) Providing guidance to imagery related research and development programs and monitoring similar activities supported by other Services and Agencies.
- (7) Assisting Tactical Intelligence and Related Activities (TIARA) program managers to develop tactical intelligence imagery capabilities in the Navy.
- (8) Recommendations concerning personnel policies and training that impact on intelligence imagery in the Navy.
- (9) Monitoring programs and projects affecting the Navy imagery in TIARA, Tactical Exploitation of National Capabilities (TENCAP) and in the GDIP.

#### 211.2 DIRECTOR, IMAGERY EXPLOITATION (NISC-72)

The Imagery Exploitation Directorate is established to provide day-to-day management of the Imagery Analysis Department's production resources. The Director is responsible for the detailed analysis, interpretation and production of finished Scientific and Technical (S&T) intelligence, Operations Analysis and Special Support to Special Navy Collection Programs. In this regard, the Division will:

- a. Provide technical assistance and continuity on imagery production related matters.
- b. Be responsible for the professional readiness of Directorate Analysts.
- c. Provide technical guidance on requirements for imagery collection.
- d. Establish production priorities with command guidance.
- e. Coordinate imagery analysis functions with Command intelligence production.
- f. Maintain liaison with other Imagery Managers in DoD and National Intelligence agencies.
- g. Assist in developing long range plans for new imagery programs.
- h. Provide technical assistance and continuity for the Deputy and Department Head.

#### 211.3 TECHNICAL ANALYSIS DIVISION (NISC-721)

The Technical Analysis Division is established to perform technical analysis of imagery to produce imagery-derived technical data for national, naval, and command consumers and analysts. In this regard, the Division will:

- a. Conduct in-depth research.
- b. Analyze multi-sensor imagery.
- c. Write detailed intelligence reports.
- d. Produce multi-aspect engineering drawings.
- e. Prepare annotated photographs and briefing graphics.
- f. Prepare and present briefings.
- g. Maintain substantive imagery data bases.

#### 211.4 OPERATIONS ANALYSIS DIVISION (NISC-722)

The Operations Analysis Division is established to perform current analysis of surface and sub-surface naval vessels, naval aircraft and ground associated elements including naval infantry and mobile communications and to provide technical analysis and detailed reporting of naval aircraft. This Division produces

daily formatted reports seven days a week of imagery-derived operational data for NAVOPINTCEN and NISC, and, through those activities, for the national I&W data base. To accomplish this, the Division will:

- a. Perform current analysis of multi-sensor imagery.
- b. Report current analysis of multi-sensor imagery.
- c. Perform technical analysis of imagery of naval aircraft.
- d. Conduct research and compile keys for all areas of responsibility.
- e. Provide operational analysis assessments for new technology sensor programs.

#### 211.5 SPECIAL ANALYSIS DIVISION (NISC-723)

The Special Analysis Division is established to support the Special Navy Collection Program and national collection programs, as requested. In this regard, the Division will:

- a. Provide pre-mission support and analysis.
- b. Provide post-mission support and analysis.
- c. Provide system development support.
- d. Provide technical evaluations of sensor collections.
- e. Reduce navigation data.
- f. Provide collection guidance.
- g. Maintain collection data base.

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- b. Administer the NFMP visitor control program.
- c. Monitor physical security for NFMP.
- d. Monitor and maintain NFMP alarms.
- e. Provide CMS support for NFMP.
- f. Coordinate nickname and classification guides for the NFMP.
- g. Monitor personnel security for NFMP.

#### 213. JOINT INTELLIGENCE RESEARCH OFFICE (NISC-OJ)

The Joint Intelligence Research Office provides special source intelligence analysis support to the DNI, COMNAVINTCOM, and the Commanding Officers of NISC and NAVOPINTCEN. This includes the conception, planning, development, administration, evaluation, presentation, and representation in the area of Soviet S&T/operational development procedures, programs, and intentions and their application to the Soviet Navy.

#### 214. OFFICE OF RESOURCE MANAGEMENT (NISC-OOR)

The Office of Resource Management is tasked with initiation, planning, establishment, implementing and documenting financial plans, programs, methods, controls and procedures for the acquisition, management, utilization and expenditure of resources required to produce scientific, technical and imagery intelligence, and for the operation and maintenance of NISC. In this regard, the Office will:

- a. Provide financial data and resource support for the coordination, consolidation and presentation of the Center's annual submission to the update of the General Defense Intelligence Program (GDIP).
- b. Initiate and supervise the coordination, consolidation and presentation of the Center's annual submission of budgetary requirements.
- c. Administer, supervise and control the implementation of the annual budget.
- d. Act in a staff capacity, advising the Commanding Officer and the Technical Director in all matters concerning the financial planning, preparation, submission and execution of the five year plan, POM, and President's budget.
- e. Provide management, analysis and assistance to the command in all matters pertaining to fiscal management, organization, resource utilization, fiscal, and budget.
- f. Provide budget execution, accounting, procurement, supply, fiscal and transportation services to NIC Headquarters and its field activities.

## 214.1 BUDGET AND ACCOUNTING DIVISION (NISC-OOR1)

The Budget and Accounting Division is tasked with initiating, establishing and presenting for approval consolidated financial plans, programs and budget for the operation and maintenance of NISC in support of Scientific and Technical (S&T) and Imagery Intelligence (II), and for providing memorandum accounting, Integrated Disbursement Accounting (IDA) and reconciliation services to NIC Headquarters and its field activities. In this regard, the Division will:

- a. Maintain liaison with and provide direct support to departments, staff and management to determine program and budgetary requirements.
- b. Prepare, coordinate, and provide supporting financial documents for all program and budget submissions.
- c. Maintain files and material for all financial data pertinent to NISC.
- d. Assist in the implementation of the budget, providing fiscal guidance and briefing as necessary.
- e. Prepare and maintain bi-weekly automated fiscal status and accounting reports for COMNAVINTCOM and the commanding officers of the NIC field activities.
- f. Perform reconciliations of obligations and expenditures of O&M,N for NIC and the NIC field activities.
- g. Perform reconciliations of obligations and expenditures of OPN and reimbursable for NIC and the NIC field activities.
- h. Provide the budget execution of O&MN, OPN, and reimbursable fund appropriation for NISC.
- i. Provide memo accounting control for OPN, reimbursable fund appropriation for NIC and the NIC field activities.
- j. Maintain liaison with the authorization accounting activity and NISC to insure the accuracy of the official financial reports.

## 214.2 SUPPLY AND TRANSPORTATION DIVISION (NISC-OOR2)

The Supply Division is tasked with implementing the current budget of NISC including operations and maintenance (O&MN), procurement (OPN) and military (MPN) allotments, initiating all procurement within NISC, and with providing supply services to NIC Headquarters and its field activities. To accomplish this, the Unit will:

- a. Initiate and submit to management procurement plans and external assistance plans.
- b. Convert the current year procurement program to a working procurement budget.

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c. Act as central point of contact with Navy Regional Procurement Office and other procurement activities for all command contractual and procurement actions.

d. Perform all plant property accountability.

e. Maintain a supply storeroom and related activities adequate to meet the daily needs of the Naval Intelligence Command.

f. Provide command support through procurement action and receipt accounting for all consumables and repair parts.

g. Operate and maintain command imprest fund.

#### 214.3 TRANSPORTATION BRANCH (NISC-OOR22)

The Transportation Branch functions under the supervision of the Chief, Supply and Transportation Division (NISC-OOR2). It is tasked with providing vehicular transportation and local (metro-area) transport/delivery services for NISC and the Naval Intelligence Command. To accomplish this the transportation branch will:

a. Co-ordinate and schedule all transportation requests (including U-drive vehicles) according to their urgency and command mission priority.

b. Maintain regularly scheduled transportation services (i.e. mail deliveries, classified material burn run).

c. Provide additional command transportation services as required for the transport of classified documents, and movement of supplies, materials and equipment.

d. Perform daily preventive maintenance for assigned vehicles and co-ordinate with NDW (WYN) transportation services for major repairs/services.

#### 215. OFFICE OF NAVAL WARFARE CAPABILITIES (NISC-OOW)

The Office of Naval Warfare Capabilities coordinates and integrates the analytical and production efforts of NISC in order to develop threat assessments and other intelligence products, providing current and projected foreign naval warfare capabilities in response to Navy, DoD and national requirements. To this end the Office will:

a. Provide naval intelligence threat support to the U.S. naval weapons system planning, development and acquisition process in accordance with current instructions by:

(1) Producing threat/capabilities publications;

(2) Developing threat assessment and threat support plans in support of specific programs and projects; and

(3) Maintaining liaison with program sponsors and project managers.

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- b. Coordinate the NISC participation in the development of NISC inputs which provide intelligence support to Navy long range planning, net assessments and study efforts.
- c. Coordinate the NISC participation and development of NISC inputs which provide naval intelligence support to the defense intelligence process, including the Defense Intelligence Projections for Planning (DIPP), DIA estimates and study efforts, as well as USDR&E net technical assessments or review efforts and other DoD projects as appropriate.
- d. Coordinate the NISC participation and development of NISC inputs which provide naval intelligence support to the national intelligence process including national intelligence estimates (NIEs), as well as for various national level review and study efforts.
- e. Provide guidance for and coordinate the NISC long range weapon system projection and threat forecasting estimates in support of naval, defense and national requirements.
- f. Coordinate the NISC efforts to exploit open source literature, the assets of the naval R&D community and other resources to assist in the establishment of a data base and the analysis of foreign R&D as a basis for long range projections as well as an input to U.S. Naval weapons system development (CPDB).
- g. Develop and maintain the NISC Characteristics and Performance Data Base (CPDB).
- h. Coordinate the submission of articles for the NISC Weekly Wire.
- i. Coordinate the submission of and disseminate NISC substantive intelligence point papers for the CNO Point Paper book, DNI requirements and other purposes.
- j. Provide the command point of contact for liaison with the Navy Scientific and Technical Intelligence Liaison Officers (STILOs).
- k. Coordinate the NISC participation in and support to the Naval Warfare Publication (NWP) program.
- l. Carry out personnel management and training programs in order to promote career development of employees.

#### 215.1 INTELLIGENCE/WARFARE DIVISIONS (NISC-COW)

The Intelligence/Warfare Divisions coordinate, integrate and produce intelligence publications, threat assessments and long range forecasts in all naval warfare areas, to provide RDT&E threat support to the entire weapons system planning and acquisition process, and to coordinate NISC's participation in national and DoD estimates programs. In this regard, the Staff will:

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a. Coordinate, integrate and evaluate the NISC inputs prepared in support of the Navy's participation in the national intelligence production program published in the form of National Intelligence Estimates (NIEs), Interagency Intelligence Memos (IIMs), and other military capabilities assessments as established by the National Foreign Intelligence Board. The same function is performed in support of the DoD as reflected in such documents as the DIPP and various JCS warfare planning documents containing intelligence assessments. Actions taken under this function require that the ONI/NISC positions are correctly reflected.

b. Provide threat support to the weapons system planning, development and acquisition process in accordance with current instructions by:

(1) Producing the "pyramid" series of publications dealing with Soviet Naval Threat/Capabilities.

(2) Developing and producing special threat assessments and threat support plans in support of naval weapons systems programs and projects or efforts related to weapons system planning, development or acquisition.

(3) Maintaining personal liaison with OPNAV, NAVMAT and other consumers requiring naval warfare related threat assessments.

(4) Providing the point of contact for liaison with DIA/DE-D in conjunction with threat assessments on all naval weapons related to the DSARC process.

c. Develop a better understanding of Soviet naval warfare through the evaluation and study of all aspects of Soviet naval weapons systems. Develop forecasts in conjunction with NISC departments of future systems based on accumulated knowledge of current systems, missions and identified R&D.

d. Coordinate NISC participation and development of NISC inputs for Navy Net Assessments and other broad studies covering all aspects of seapower.

e. Develop and provide overall guidance regarding long range forecasting methodology on Soviet naval systems.

f. Provide representation to DCI committees and subcommittees, to intelligence panels for OPNAV and the Naval Material Command, and to Navy and DoD war games.

g. Initiate and/or coordinate the submission of special NISC products, such as position point papers and NITAs in conjunction with appropriate NISC departments or staff elements as well as NOIC and OP-009.

h. Coordinate the NISC efforts to exploit open source literature, the assets of the R&D community and other resources to assist in the establishment of a data base and the analysis of foreign R&D as a basis for long range projections as well as an input to U.S. naval weapons system development.

i. Initiate, manage and chair command ad hoc study groups and seminars to resolve departmental analytical differences in order to resolve command substantive intelligence problems and develop command positions.

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- j. Develop and maintain the NISC characteristics and performance data base. Review all NISC publications and special reports and studies to ensure that data adhere to the command position.
- k. Coordinate the submission of NISC substantive intelligence point papers for the CNO point paper book, for DNI requirements or other purposes. Review these papers for adherence to the NISC command position.
- l. Serve as the command coordinator for the Naval Warfare Publication (NWP) series of documents. Produce NWP 12-5 and NWP 12-8.
- m. Coordinate and produce the Command Weekly Wire, Part I.

## 216. OFFICE OF SUPPORT PROGRAMS (NISC-OSP)

The Office of Support Programs is established to provide for management of NISC career development, training, recruiting, travel, manpower utilization and operating procedures, military and civilian personnel management and services and building management. In this regard, the Department will:

- a. Manage, coordinate and provide position management services to the command and support services to civilian personnel management operations.
- b. Provide NISC position management functions.
- c. Manage and act as the central point of control for all personnel actions and documentation, both within the command and external. The Head, Office of Support Programs will be the approving authority on all personnel actions affecting civilian employees GS-12 and below. The Commanding Officer will approve all actions for GS-13 and above.
- d. Manage, coordinate and arrange for civilian and military career development.
- e. Manage, coordinate and arrange for all military and civilian training.
- f. Maintain and control all NISC travel and training funds.
- g. Coordinate and arrange all NISC recruiting efforts for civilian personnel.
- h. Manage, coordinate and arrange for all building management services for NISC.
- i. Manage, coordinate and arrange for all matters concerning manpower utilization and operating procedures.
- j. Provide supplementary military personnel services to the command.

### 216.1 CAREER DEVELOPMENT UNIT (NISC-OSP-1)

The Career Development Unit is established to provide management of NISC civilian career development, training, recruiting, travel, civilian manpower

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(22) Exercise control over the reproduction and issuance of all directives prepared for the review or signature of the Commanding Officer or Executive Officer to ensure proper format, arrangement of contents, adequacy of security classification, and revision or change procedure. Ensure that there is no duplication of or conflict with other releases. Maintain the command's central directive files.

(23) Ensure that all directives and communications relating to change of duty, promotion, or other change in the status of officer personnel are properly executed and recorded.

(24) Supervise the distribution, handling, and forwarding of officers' fitness reports.

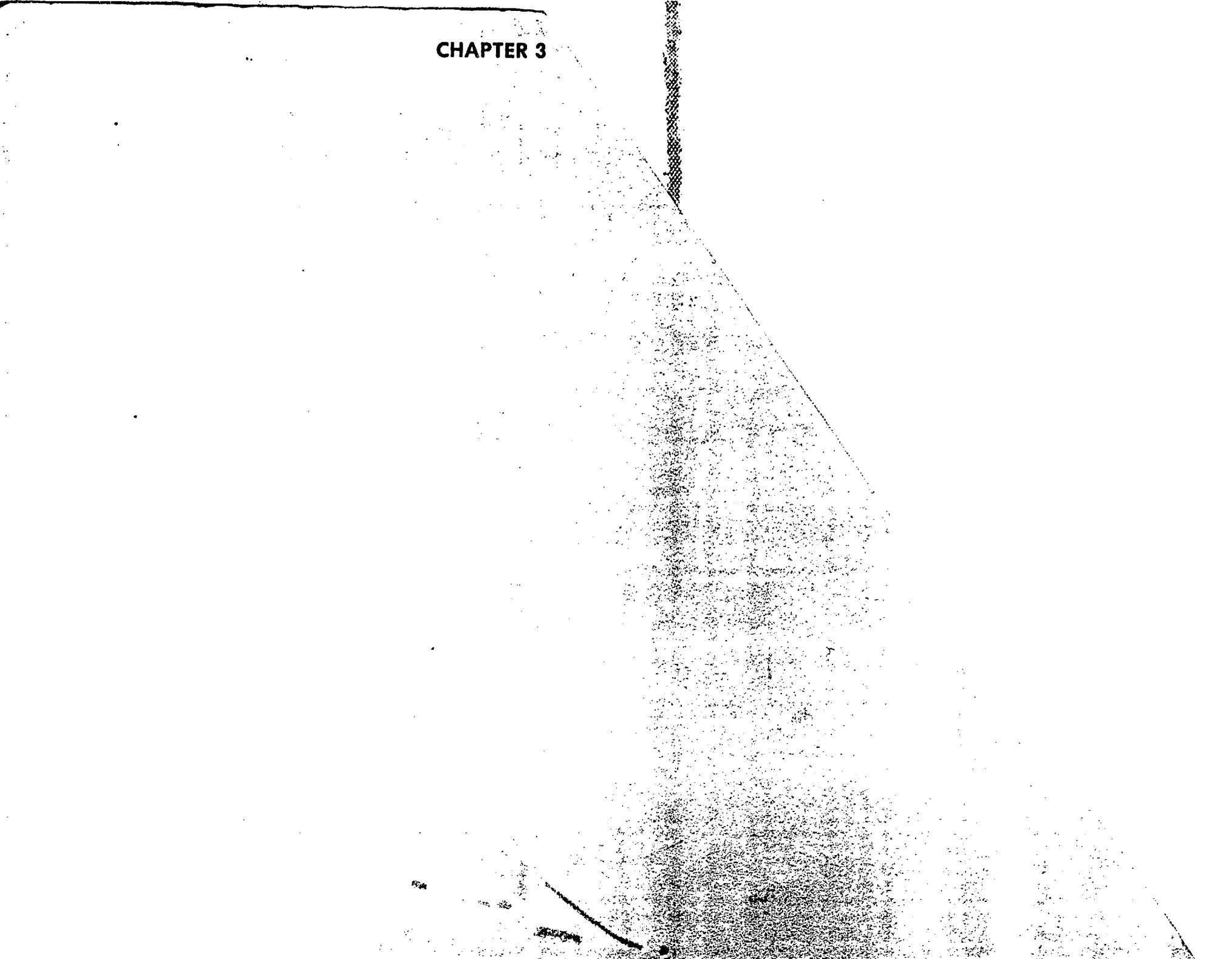
(25) Ensure that the NORM accurately reflects command activities and policies.

#### 216.3 SPACE MANAGEMENT UNIT (NISC-OSP-3)

The Space Management Unit is established to coordinate and arrange for accomplishment of all office space construction, renovation and maintenance activities at NISC. To accomplish this, the Unit will:

- a. Provide liaison on behalf of all NISC elements with GSA Building Manager and Navy National Capital Region Facilities and Services Staff.
- b. Consolidate, prioritize and budget for NISC construction and renovation projects.
- c. Provide technical assistance to NISC elements in planning and specifying their construction and renovation needs.
- d. Report to and follow up with GSA building maintenance needs not being met through normal GSA servicing.
- e. Act as NISC Safety Officer and Fire Marshal.

## **CHAPTER 3**



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## BOARDS, GROUPS, AND COMMITTEES

## 300. BOARDS, GROUPS, AND COMMITTEES

A board, group, or committee is an assembly of persons formally organized under a president, chairman, or senior member to deliberate and evaluate a problem or situation and make recommendations to proper authorities for its solution or improvement; sit as a judicial body; or sit for other purposes as directed in the order establishing the board or committee. They are policy working groups and should not normally be assigned functions requiring supervision or direction.

Officers and, in some cases, enlisted personnel and civilian employees are assigned to boards and committees as a collateral duty by the Commanding Officer or Executive Officer, and notification of such assignments will normally be effected by publication in a NISC notice. Any limits or special conditions governing the performance of the duties assigned will normally be set forth in a formal letter to members of the board or committee.

## 301. AWARDS BOARD

The Awards Board will be responsible for assisting the Commanding Officer in evaluation of recommendations for awards to personnel serving under his jurisdiction and to ensure compliance with all directives of higher authority pertaining to all awards. In addition, the Awards Board is responsible to the Commanding Officer for implementing a system (within the guidelines of higher authority) to recommend approval or disapproval and amounts of awards to be paid by the Navy Incentive Awards Program.

a. The board will be composed of two or more officers designated by the Commanding Officer, one of whom will be designated as the incentive awards officer.

b. The Awards Board will be responsible for:

(1) Inquiring into and analyzing all recommendations for formal or informal awards which originate onboard NISC or which the Commanding Officer is required to review.

(2) Ensuring that the acts or services described in the recommendation fulfill all requirements of pertinent directives from higher authority concerning awards.

(3) Submitting each recommendation in proper form and with appropriate comment to the Commanding Officer for his consideration.

(4) Developing a system of review and making recommendations for cash awards, as appropriate, concerning suggestions, inventions, or scientific achievement by members of the command who contribute to the Armed Forces.

c. The incentive awards officer will be a non-voting member of the board (except in cases of a tie vote). He will present incentive award

contributions to the board and prepare all associated documents and correspondence for final action by the Commanding Officer.

d. Final approval or disapproval of the board's recommendations rests with the Commanding Officer.

References: SECNAVINST 1650.1 series, Navy and Marine Corps Awards Manual.  
SECNAVINST 1650.24 series, Cash Awards for Military Personnel for Suggestions, Inventions, or Scientific Achievements.

### 302. CLAIMS INVESTIGATION BOARD

The Claims Investigation Board will investigate every incident referred to the board which may result in claims against or in favor of the United States Government.

The board will normally be composed of only the NISC legal officer who shall be designated the investigating officer. Additional members may be assigned, each with all the same powers as the investigating officer, except that the assistants will be under the general supervision of the investigating officer who shall be considered to be the senior member of the board.

The board will:

a. Consider all information and evidence obtained as a result of any previous investigation.

b. Conduct such further investigations of the matters referred to the board as may be necessary to obtain a fair and impartial appraisal covering all phases of the matter to the end that a comprehensive, accurate, and unbiased report on the matter can be made to the Commanding Officer or to higher authority for any action that may be required by the circumstances of the case.

Reference: JAG Manual.

### 303. NFIB COMMITTEES AND WORKING GROUP MEMBERS

Members of UFIB committees, sub-committees and working groups are selected because of their experience and expertise to represent the Navy as well as NISC. They are representatives of all naval intelligence, i.e., NISC, NIC, etc., during their meetings and will act as the point of contact between Navy elements and other members of their respective committees. The DNI requires

that positions taken by ONI members on UFIB groups be identified for him and members of his staff as rapidly as possible following committee meetings.

A minimum number of NISC personnel should normally attend a DCI sponsored meeting.

In this regard, NISC personnel who:

a. Attend committee meetings as principals will provide a short Memorandum for the Record (MFR) after each meeting which summarizes the topics discussed, actions assigned and taken, etc. This MFR will be addressed to the DNI,

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attention OP-009Z and OP-00942. When appropriate, the MFR will provide recommendations to which DNI can concur/non-concur or request that the member meet with him to discuss the issue. MFRs will be concurrently distributed to: (1) the Commanding Officer, Executive Officer, and Technical Director; (2) to appropriate department heads; and (3) to COMNAVINTCOM. MFRs may, in some cases, be used to forward only the minutes of the committee meeting. Keep the chain of command informed!

b. Attend sub-committees/working groups as principals will provide a MFR to the applicable Navy committee member (or sub-committee member as appropriate), who will determine whether it should be further routed to the DNI/009Z. MFRs will be distributed simultaneously to cognizant department heads.

Members and alternates are responsible for keeping their department heads aware of the action/deliberations of their various committees/sub-committees and for obtaining their preliminary approval for all member actions and tasking resulting from participation in committee/sub-committee deliberations.

Members/alternates are not expected to be either the authority or to have the answer to all issues addressed by a committee/sub-committee/working group. In cases where they are not the expert, they should defer action and bring in other Navy assets as required to address the particular topic at hand. Following all coordination, deliberation and guidance, the member's position will be provided to the committee/sub-committee as representing the position of his principal, the Director of Naval Intelligence.

Members will not take on significant tasking without first determining the impact on naval intelligence assets. No major tasks/issues will be taken on by NISC personnel without the approval of the Commanding Officer. If accepted, tasking will be done by the member through established channels and fully supported by NISC assets. Other naval intelligence assets should also be tasked for support as required.

#### 304. CONTRACT AND EXECUTION REVIEW BOARD

The use of external assistance to support intelligence production has grown significantly over the last few years. At the same time the guidance,

from both a legal and procedural perspective, has become increasingly complex and restrictive. Present policies discourage the use of sole source procurement. Although there are numerous difficulties associated with competitive procurements, significant improvements of our position can be made by targeting specific ongoing tasks for competition. Since past contracting information is important for projections and the identification of problem areas, this command must also collect, analyze and maintain adequate records.

To ensure awareness of Department of the Navy contracting policies and promote the use of competition for external assistance procurements, the Contract and Execution Review Board (CERB) was established. The Technical Director is the Chairman of the Board. Other members may be appointed as necessary. All purchase requests for external assistance, including the

transfer of funds to government laboratories, shall be reviewed by the Board prior to submission to the Commanding Officer or transfer of funds. All sources of funds, both programmed and reimbursable, are included.

### 305. SCIENTIFIC AND TECHNICAL INTELLIGENCE DATA BASE ADVISORY GROUP

The command currently has a myriad of in-house data bases that are used to support the intelligence analytical and production process. Included are the Multi-User Intelligence Data Acquisition System (MIDAS), the Central Electromagnetic Data Library (CEDL), the command Position Data Base (CPDB), and various acoustic, imagery and management data bases. The utility, currency, interoperability of and resources devoted to these data bases varies widely. The command also has long-standing or potential requirements to provide scientific and technical data base inputs in support of Naval Intelligence Processing System (NIPS), the TACTICAL Flag Command Center (TFCC), the Ocean Surveillance Information System (OSIS), and the Naval Warfare Integrated Simulation System (NWISS). Ideally, analysts should input scientific and technical information only one time and the information could then be used by all consumers, both internal and external to the command.

The Scientific and Technical Intelligence Data Base Advisory Group, chaired by NISC-COW and composed of members from NISC-000, NISC-50, and NISC-30, is established to correct data base deficiencies, sort out conflicting data base requirements, and provide the senior decision-making levels within the command with recommended courses of action relative to data base management. The Advisory Group will meet as necessary, but at least quarterly. All departments will support the Advisory Group with briefings and back-up material as required.

### 306. NISC BENEFIT ASSOCIATION

The NISC Benefit Association (NBA) is established as a non-profit organization to maintain a benevolent, social and recreational organization for the benefit of its members. The NBA will hold annual elections for officers (president, vice-president, secretary and treasurer). These elected officials shall transact all NBA business, and make and amend rules and regulations concerning the use of NBA monies. Membership is composed of every NISC employee. Revenue for NBA activities is derived from profits realized from designated beverage machines located within the command.

### 307. EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMMITTEE

The Equal Employment Opportunity Committee acts as an advisory group to the Commanding Officer in all matters relating to the functions assigned to the committee. The committee membership will be in so far as possible, representative of the minority, majority, male, female, age, handicapped, and grade level distribution of NISC employees. Department and staff element heads, in collaboration with the committee chairperson, will ensure that their committee appointees satisfy this distribution criteria. Committee appointments will be made in writing with a copy to the committee chairperson and Deputy Equal Employment Opportunity Officer. The committee will establish its own organization consistent with its role as a participant in the NISC EEO program.

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a. The EEO Committee is assigned the following functions and responsibilities:

(1) Advise the Commanding Officer in all matters related to the carrying out of the command EEO program within its assigned area of responsibility.

(2) Monitor the progress of implementation of the EEO Plan and report to the Commanding Officer significant deficiencies which require command action.

(3) Serve as a forum through which employee views can be expressed concerning the goals and effectiveness of the EEO Program. Committee representatives of departments and staff elements will act as the channel for transmitting these views to the committee as a whole.

(4) Coordinate its EEO activities with other interrelated personnel policies and programs.

b. The following by-laws shall govern the committee and its activities:

(1) Organization - the EEO Committee shall be constituted of representatives from all departments and staff elements and consist of a cross-section, in so far as possible, of race, color, sex, age, national origin, physically and mentally handicapped, and grade level distribution. There shall be a Chairperson, Vice-Chairperson, and Recording Secretary elected by committee members. The Vice-Chairperson shall act in the absence of the Chairperson. Sub-committees shall be established on an ad hoc basis to carry out special tasks as required in the conduct of committee business. Subcommittee chairpersons will be appointed by the EEO Committee Chairperson.

Other members may be volunteers. If insufficient numbers volunteer, the Committee Chairperson shall appoint the required number.

(2) Membership Allocation - The committee membership shall be one representative for each department and office as follows:

CSO	OQJ	OOR	OOW	OSP	OOO	10
20	30	40	50	60	70	

The Commanding Officer, Deputy Equal Employment Opportunity Officer, and the military Equal Opportunity Specialist will be ex-officio members of the committee.

(3) Member Appointment, Tenure, Qualification - Department and staff element heads will appoint in writing their respective committee representatives. A copy will be forwarded to the Committee Chairperson and Deputy Equal Employment Opportunity Officer. Committee members shall serve for two years. In order to maintain a continuity of experience within the committee, approximately one-half of the membership shall be appointed in odd calendar years and one-half in even calendar years. The appointment schedule is as follows:

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(5) Advising the Commanding Officer on the effectiveness of the command's human relations programs and possible methods of enhancing its effectiveness.

(6) Monitoring the effectiveness of the command's equal opportunity program and affirmative action plan. The council chairperson is responsible for periodically advising the Commanding Officer of the program's effectiveness and areas needing improvement.

d. Action

(1) The Human Relations Council will convene at least semi-annually and at more frequent intervals if conditions warrant.

(2) The NISC Human Resource Management/Equal Opportunity Program Specialist will coordinate the meetings, reserve a place for the meetings, and ensure that all members are notified.

(3) The senior member present will preside over the meetings and will ensure that a report is prepared which includes the following information:

(a) Time and place of meeting.

(b) Names of members present.

(c) Significant items discussed and recommendations.

(d) Any other information which any member of the council wishes to bring to the attention of the Commanding Officer.

(4) This report will be forwarded via the Executive Officer to reach the Commanding Officer within five working days after each meeting. Each member of the Council will be provided with a copy of this report. In addition, the NIC DEEOO, NISC EEO Committee chairperson and command bulletin board will be provided copies.

References: OPNAVINST 5300.6 series

309. TRAINING ADVISORY BOARD

The Training Advisory Board will report directly to the Commanding Officer and shall provide oversight and recommendations in all areas of civilian training including, but not limited to:

- a. individual training plans
- b. department training plans
- c. command training
- d. career development

The Training Advisory Board will consist of a Chairperson and 5 to 7 members appointed by the Commanding Officer.

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### 310. PRODUCTION REVIEW GROUP (PRG)

The Production Review Group (PRG) was established as the result of a comprehensive Command Production Review. The PRG is chaired by the Technical Director with the Production Review Coordinator, Operations Officer, and Deputy Technical Services Department Head as permanent members. In addition the board has as members two NISC Line Department Heads on a rotational basis. The PRG is responsible for providing Command oversight and direction to the overall production effort and making recommendations to the Commanding Officer regarding production improvements.

### 311. WELFARE, MORALE AND RECREATION (WMR) FUND AUDIT AND INVENTORY BOARD

The WMR Fund Audit and Inventory Board shall maintain accurate accountability of the NISC WMR funds and equipment. The board shall verify the accuracy of the MWR money transactions and shall certify the MWR property records, for both expendable and nonexpendable property. To ensure that funds and property are regular accountable, the Audit and Inventory Board will meet at approximately six-month intervals, September and March. The board will:

- a. Audit the MWR funds to verify the cash funds and the correctness of money transactions and records. (Refer to NAVCOMPINST 7540.5A as a guideline.)
- b. Inventory expendable and nonexpendable MWR property.
- c. Provide a report of findings to NISC-01 and copy to Chairman MWR Committee.
- d. Be composed of three members - one being a naval officer, one a civilian with some knowledge of auditing and inventory, one member at large.
- e. Become familiar with appropriate portions of SUPERSINST 1710.11 and NAVSO P-3520.

### 312. AUTOMATION EXECUTIVE BOARD (AXB)

- a. The Automation Executive Board (AXB) was established to identify and project needs for automated support to meet mission requirements and eliminate duplication of functions. The Chairman of the AXB shall be the Executive Officer. Membership will consist of:

- (1) NISC-OOOB who will manage the efforts of the ADP Staff assigned to assist AXB business.
- (2) NISC-OOAZ who will provide fiscal program analysis and maintain records of AXB deliberations and decisions.
- (3) NISC-OOW.

- b. The AXB shall have the specific responsibilities and authorities (subject to approval by the Commanding Officer) to:

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(1) Review present and projected ADP requirements, and establish a delegated ADP baseline for each NISC element that requires automated resources to perform its mission and function. To facilitate that review, the board is authorized to obtain, via the departmental chain of command, all information required to establish the initial baseline, and seek expert assistance from an individual within the reviewed department that will be designated by the board. The designated individual shall be relieved of all other duties during the period his/her department is under review.

(2) Prepare and implement procedures and guidelines that specify how a delegated ADP baseline may be modified.

(3) Receive, review, verify and validate all new requirements for ADP capabilities, including personnel. To facilitate those actions, no use of external assistance to acquire ADP capabilities, regardless of funding source, is authorized without AXB approval. All requests for ADP resources shall be forwarded to the Commanding Officer via the AXB.

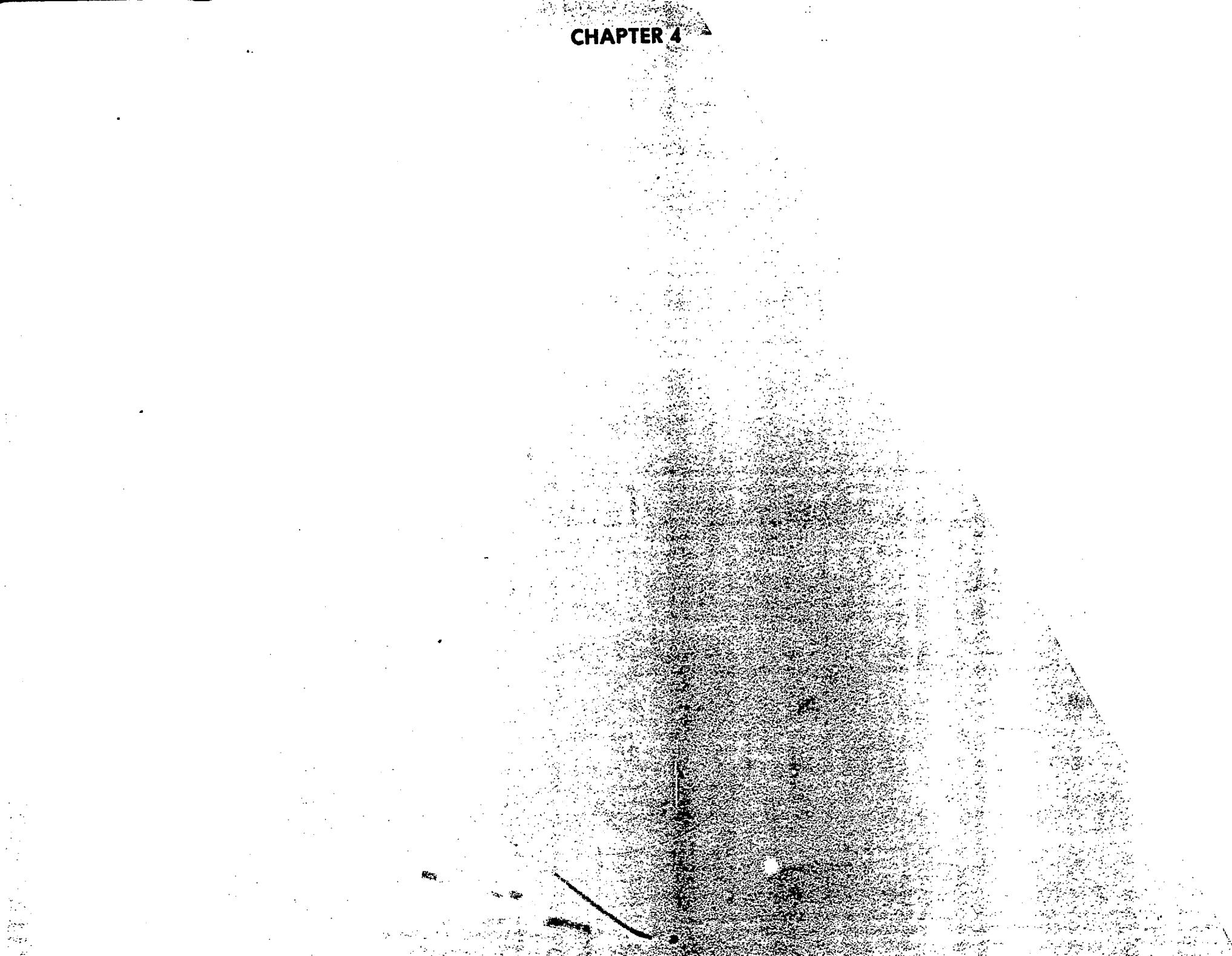
(4) Establish life cycle management policy, consistent with higher authority, and ensure compliance.

(5) Review, as deemed necessary, ADP operations within the command to ensure compliance with delegated baselines and established policy.

(6) Obtain all economic benefits available from identification and analysis of common requirements, economies of scale and coordination with NAVINTCOM support and user organizations.

(7) Establish and maintain liaison with NIPSSA that ensures coordinated long range planning and resources allocation.

## CHAPTER 4



## CHAPTER 4

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## TASKING AND PRODUCTION

## 400. CONCEPT OF NISC PRODUCTS

The concept of NISC's production effort is to provide the highest quality intelligence products to consumers in accordance with the following four-echelon plan:

First Echelon	Weekly Wire (Part I), ACINT Newsletter
Second Echelon	Periodicals - NAVSTIR, CNO Point Papers, Missile Matrix, Briefings
Third Echelon	NITs, NITAs, FMERs, BIIRs
Fourth Echelon	Scheduled DIA Products, NWPs, Threat Assessments

First Echelon products are intended as the initial notification to consumers of new developments. Second Echelon products (except for the NAVSTIR), are to be succinct, comprehensive updates of threat characteristics. The NAVSTIR provides the vehicle for initial dissemination of photographs/graphics. Third Echelon products provide for the dissemination of Navy assessments and technical/analytical observations, normally on a non-recurring basis. Fourth Echelon products serve as comprehensive reference documents which should incorporate, when appropriate, information previously disseminated in other echelon products.

The Production Review Coordinator, under the guidance of the Production Review Group (PRG), will provide oversight to this effort. Recommendations for new products should be submitted to the PRG through the Production Review Coordinator prior to commencing draft production.

## 401. OVERALL PRODUCTION GUIDELINES

a. NISC routinely produces Weekly Wires and publications on substantive intelligence which require interdepartmental input and coordination. Comprehensive research and, in many cases, detailed analysis of a scientific and technical nature is often required. In order to foster interdepartmental cooperation and coordination, it is NISC policy that when a support analyst has contributed 20% or more of the analysis and text, he/she shall be considered a co-author. It is the responsibility of the lead department to ensure that support analysts receive recognition for their contributions.

b. Scientific and technical intelligence products of this command consist of various studies, trend analyses, reports, handbooks, and periodicals designed to satisfy consumer requirements for intelligence on foreign developments of naval interest. The Defense Intelligence Agency levies the tasks for most of these products, sets mutually agreed upon deadlines, and determines the format and review procedures to be followed during the production process.

c. NISC-60 and the responsible production department should ensure that NISC products contain both U.S. and metric units of measure, change bars where appropriate, validation date and statements on nonrecurring hard copy products, distribution lists, tabs as required, and three-ring binder holes (for Second and Third Echelon products.) Products should be stapled or bound

Wire item to which it refers. By completing that form, paragraph 2.a. enables the analyst to submit the reasons for his non-disclosure recommendation, and paragraph 2.b. removes the requirement for the analyst to make determinations for which he is not adequately informed. Numerous exchange agreements, quid pro quo arrangements, etc., exist which are unknown at the NISC analytic's level. By checking the item as releasable, the disclosure decision becomes a NIC-03/CNO-OP-009P responsibility. No further inquiries need be directed to the originating analyst. Paragraph 4 enables the analyst to make his own recommendation.

(9) Submission: Items for the SECRET version and codeword supplements (if any) of the Weekly Wire Part I, prepared in accordance with the format for Weekly Wire submissions, will be submitted to NISC-COW prior to close of business each Friday. Each line department is expected to submit Weekly Wire articles each week. In addition, NISC-COW will periodically initiate inter-departmental tasking apprising line departments of significant topics meriting Weekly Wire articles.

(10) Preparation: Upon receipt of proposed Weekly Wire articles, NISC-COW will conduct editorial review and revision to ensure the completeness of content, quality of analytical presentation, uniformity of format and consistency of style required to ensure excellence for the Weekly Wire. A draft of each article will be prepared in accordance with this instruction. Copies of these articles will be provided to each department head, the Technical Director, the Operations Officer, and the Consolidated Security Office by 0900 each Tuesday. Any further actions concerning articles which are directed as a result of a Staff Meeting must be accomplished directly following the meeting in order that the Weekly Wire can be prepared for release.

(11) Release: The final message version of the Weekly Wire Part I and supplements will be prepared by NISC-COW as prescribed by the Department of the Navy Telecommunications Users Manual (NTP-3(E)) and by the communications organizations to which they will be submitted for transmission. The final copies will be submitted to NISC-COW, the Technical Director and Executive Officer for review in time to reach the Commanding Officer for release by 1600 each Wednesday. In the absence of the Commanding Officer the Executive Officer or his designee will release the message.

(12) Addressee List: The addressee list of the Weekly Wire constitutes Address Indicator Groups (AIG) 157, 176 and 6853. NISC-COW is responsible for all administrative management actions necessary to ensure the accuracy and appropriate use of the AIG's. The following actions will be taken by NISC-COW as required by and in accordance with Department of the Navy Telecommunications Users Manual (NTP-3(E)): (1) periodic review of AIGs 157, 176 and 6853 to confirm a continuing requirement and current address composition; (2) preparation of modifications, cancellations or recapitulations of AIGs 157, 176 and 6853.

References: DIA S&T Intelligence Task Sheet, 31 January 1979, DIA TaskNumber PT-2660-01-026.

COMNAVTELCOM "Naval Telecommunications Procedures  
Telecommunications Users Manual, NTP-3(E)", April 1981.

"NISC Metric Practice Guide" (undated)

DIA Manual "Scientific and Technical Intelligence Production," DIAM 75-1, 21 September 1977.

### Classification

#### 402.1.1 FORMAT FOR WEEKLY WIRE SUBMISSIONS

WEEKLY WIRE ITEM FOR WEEK OF \_\_\_\_\_  
(date)

**CHOP LIST:**

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**TITLE:** (Classification) (One line or less if possible. The title should provide a summary of the article subject and conclusion. The title provides the basis for reader interest).

**TEXT:** (Classification) (Factual or evidential data and statements.  
**Answers:** Who? What? When? Where?)

(DOUBLE-SPACED TEXT, UPPER CASE)

First sentence: Source (SIGINT, IMINT, photography, press report, analysis of \_\_\_\_\_, etc.) date (of May 82, etc.) (reveals, indicates, suggests, etc.) brief statement of the point of the article (a new destroyer is under construction, or the X-10 missile has a range of 10 nm, or the design bureau has developed a new energy source, etc.).

Second/third sentences: Amplification of first sentence (dimensions of destroyer and state of completion, or launch platform and profile of missile flight, or type/power of energy source, etc.).

Fourth/fifth sentences: If necessary, further details which bear on significance of the first sentence (armament of destroyer, or propulsion type of missile, or size of generator associated with power source). No necessary details.

**COMMENT:** (Classification) (Analysis/discussion of TEXT. Assesses significant impact, notes change to NISC current products or estimates. Answers, if possible: How? Why? What does this mean? If an article is unworthy of meaningful comment, it is unworthy of transmission.

(DOUBLE-SPACED TEXT, UPPER CASE)

First/second sentences: Conclusion/significance (we estimate an IOC of 1984 for the new destroyer/this new destroyer will give the Navy added versatility for AAW and plane guard operations, or this was the first flight of a new missile not a short range test of the 15 nm version/the new missile, if employed by ACV, will provide an excellent beach bombardment capability, or development of a laser cannon is virtually complete/the successful development of a laser cannon will constitute a real threat to U.S. high altitude aircraft).

Third/fourth sentences: Background which helps establish conclusion (the new destroyer under construction is about the same size as the standard destroyer and is being built at the same yard, or with a 5 and 15 nm missile

#### 402.2 CNO INTELLIGENCE POINT PAPERS

- a. In response to a CNO tasking NISC-OOW currently produces quarterly updates of nineteen point papers on naval warfare topics ranging from Antisubmarine Warfare to Aircraft Carriers. These point papers provide up-to-date discrete analyses over a broad spectrum and are available quarterly for background use by the naval high command.
- b. The papers are prepared by the various departments with coordination provided by NISC-OOW. The CNO Point Papers are forwarded by cover letter and contain an index, text, change summary and distribution list. Composition/layout is accomplished by contractor support.
- c. Distribution is controlled by NISC-OOW and includes the higher levels of SECNAV, OPNAV, NAVMAT Offices, the Navy Laboratories and major afloat commands.

#### 402.3 NAVY SCIENTIFIC AND TECHNICAL INTELLIGENCE REVIEW (NAVSTIR)

- a. DIA Task PT-2660-01-02L of 31 January 1979 authorizes NISC to publish a monthly periodical covering foreign scientific and technical developments which affect the combat potential of foreign navies, their support facilities and their R&D communities.
- b. The Scientific and Technical Intelligence Review (NAVSTIR) is published on a monthly basis. It is designed to provide timely scientific and technical information to U.S. Navy operating forces and staff elements, other services, DOD components, and national level executives on naval intelligence topics of interest. It is intended to report the results of completed intelligence analyses performed by NISC in greater detail and in a more timely manner than is possible through other NISC-produced intelligence documents.
- c. The Technical Services Department (NISC-60) is designated as the NISC element responsible for overall integration and production management of the NAVSTIR. NISC-60 will designate an editor for the NAVSTIR who will:
  - (1) Provide recommendations to the NISC line departments concerning subjects suitable for preparation as NAVSTIR articles.
  - (2) Provide guidance to the line departments and staff elements on all aspects of preparing articles for the NAVSTIR.
  - (3) Develop and coordinate the editorial and production schedules for the magazine.
  - (4) Review articles for compliance with established criteria. In this review process, editing will be done, and significant revisions will be coordinated with the author prior to publication. The articles will basically remain the input of the author(s).
  - (5) Provide copies of draft articles for review by the Commanding Officer, Executive Officer, Technical Director, Office of Naval Warfare Capabilities Head, and any other department with subject cognizance.

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(6) Provide recommendations concerning composition/layout to NISC-652. Review and approve NAVSTIR camera copy prior to the official command review and approval, and again before final printing and distribution.

d. The Undersea Warfare Technology Department (NISC-20), Naval System Department (NISC-30), Naval Weapons Technology Department (NISC-40), Electromagnetic Systems Department (NISC-50), and Imagery Analysis Department (NISC-70) and the staff elements will be responsible for submitting articles for publication in accordance with the following guidelines.

(1) Articles submitted for publication, whether developed by departmental initiative or in response to a recommendation, can be of two types: a comprehensive presentation of a topic or a brief highlight of an event or item. The comprehensive feature articles should have a wide audience appeal, address the topic in considerable detail, and present conclusions or highlight the implications that the topic might have to the U.S. Navy's mission. Articles submitted for inclusion in the Intelligence Briefs section should highlight narrow topics, which are best conveyed by photographs or graphics. All articles should be written in a clear, logical manner.

(2) All articles will be released by the department head for publication in the NAVSTIR and be double-spaced typed copy. It is preferred that the article be typed on a WANG terminal and that the tape be forwarded with the article to the NAVSTIR editor.

(3) All articles will have a "NAVSTIR Classification History and Foreign Disclosure Recommendation" form included in the manuscript. The form will be forwarded to NIC-03F4 as a guideline for foreign release of NAVSTIR articles.

(4) All graphic materials (photographs, graphs, and drawings) are to be appropriately mounted, classified, captioned and annotated as appropriate.

(5) All articles should have the name and division code of the author(s).

(6) No article may be classified higher than SECRET, although most caveated material can be accepted. Each paragraph of the article must be properly classified and caveated. The source and classification of all graphics must be identified.

(7) Articles may be submitted to the NAVSTIR editor at any time, however, publication will depend on the backlog of articles in process and the time sensitivity/priority of the submitted article.

e. The NAVSTIR will contain a section entitled "Naval Intelligence Support Center Products." NISC produces many documents containing intelligence data of high interest to consumers who are not necessarily included in the distribution list of the NAVSTIR. Some of those products are on the DIA S&T Production Schedule, others are unscheduled and unpublicized. To insure adequate consumer notification of significant production, both scheduled and unscheduled, the following actions are required:

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(1) At the time a publication is in the final camera copy preparation, the principal author of each document will complete the first six items of the Abstracts of Significant Production (ASP) Form, figure 4-1, and submit it to the Production and Tasking Division (NISC-0001) for inclusion in the final chop.

(2) NISC-0001 will complete item 7 (Date of Dissemination) and submit the form on HP tape cassette to the NAVSTIR editor for inclusion in the next edition.

f. The Technical Services Department (NISC-60) is responsible for the following supporting services:

- (1) Providing a NAVSTIR editor to manage and edit the magazine.
- (2) Providing camera copy layout and graphic support.
- (3) Providing reproduction and printing services in support of the NAVSTIR as required.

g. The Operations Department (NISC-000) will provide NISC tasking as required in support of the NAVSTIR preparation and production.

References: Defense Intelligence Agency Scientific and Technical Intelligence Task Sheet, 31 January 1979, DIA Task Number PT-2660-01-02L. DIA Manual "Scientific and Technical Intelligence Production," DIAM 75-1, 14 August 1973. "NISC Metric Practice Guide," undated.

#### 402.4 NAVAL INTELLIGENCE TECHNICAL ASSESSMENTS (NITA)

a. The NITA is a vehicle for the Naval Intelligence Support Center to support the Naval community by disseminating substantive intelligence on significant issues of high importance. The NITA is intended to present information in a concise and timely manner. The assessment is composed of the following sections:

- (1) Preface - a statement of the purpose and scope of the assessment related to the topic and administrative comments.
- (2) Executive Summary - a capitulation of the key points of the assessment.
- (3) Assessment - the body of the paper which includes relevant background and/or descriptive information, evidence and judgments yielding the assessment, supportive graphic and tabular material, and conclusions.
- (4) Implications - statements of the significance of the assessment in terms of the expected results, both immediate and far reaching, based upon the conclusion of the assessments.

b. Topics for the NITA may be indicated by the DNI, COMNAVINTCOM, or they may be generated within NISC.

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c. Any department may initiate a NITA, but that department then assumes responsibility for NITA preparation and coordination. The general procedures for preparing a NITA includes:

(1) Establishment of tasking need and notification of Production Review Coordinator.

(2) Approval of inputs (preliminary or final) by Department Head.

(3) Edit by NISC-60.

(4) Obtain chop from appropriate NISC departments.

(5) NISC-OOW review to ensure that the assessment complies with NISC position and NITA format.

(6) Preparation of camera copy by NISC-60.

(7) Review of camera copy by NISC-OOA, the Executive Officer, and review and approval by the Commanding Officer.

(8) Print and disseminate NITA.

d. Action: All departments are enjoined to become familiar with and adhere to the guidelines established. The Production Review Coordinator should be contacted for resolution of procedural problems.

#### 402.5 NAVAL INTELLIGENCE TECHNICAL SUMMARY (NITS)

a. The NITS provide an informal means of disseminating discrete analyses or bodies of technical data - generally of interest to only a limited number of customers. Subjects range from handbooks and data appendices to briefing notes. NITS are products of analyst initiative and credit for authorship is noted on the cover. However, there will be no acknowledgement that contractor assistance was involved.

b. NITS may be produced on a non-scheduled basis by a Department with editorial/composition/layout assistance from NISC-60. The format is flexible depending largely upon the nature of the material contained. As a minimum the following sections will be included:

Preface

Table of Contents

Lists of Tables and Illustrations (If any)

Executive Summary (not included when text is less than 20 pages)

Text

Appendices (If any)

Distribution List

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A Bibliography may be included after the Appendices if a description of source materials will support the text and not alter the classification of the finished product.

c. Distribution Lists will be generated internally and will be tailored to the subject matter on a case-by-case basis.

d. NISC policy regarding disclaimers is as follows:

(1) A disclaimer is not necessary.

(2) If a disclaimer is included it shall be worded along the following lines: "The data contained herein and any conclusions drawn are those of the authors. The intent of publishing these data in the format of a Navy Intelligence Technical Summary is to stimulate further exchange of ideas between the authors and other interested parties. All comments and recommendations should be addressed to: Commanding Officer, Naval Intelligence Support Center, 4301 Suitland Road, Washington, DC 203905140, Attn: (name or NISC POC and mail code).

e. Due to possible inter-departmental overlap, draft copies of NITS should be given widest internal review as required.

#### 402.6 BASIC IMAGERY INTERPRETATION REPORT (BIIR)

a. NISC produces BIIRs in conformance with the Navy's responsibilities for third-phase imagery exploitation under the National Tasking Plan (NTP). BIIRs are detailed, imagery-derived reports on foreign submarines, surface ships, sensors, air and weapons platforms, as well as construction yards and major operational facilities. Each report is generally done by a sole author who is given a credit line at the beginning of the report.

b. NISC-70 produces from seven to ten BIIRs in a typical year. BIIRs generally contain the following:

Preface  
Data Block  
Abstract  
Table of Contents  
Table of Illustrations  
Introduction  
Basic Description  
Construction Chronology  
Reference Data

Editorial/composition/layout assistance is provided by NISC-60. Due to the broad range of disciplines involved the BIIR is reviewed by all Departments prior to publication.

c. NISC-70 prepares the distribution list for the BIIRs to include OPNAV elements, the Navy Laboratories and major afloat commands.

#### 402.7 SCHEDULED DIA PRODUCTS

The following paragraphs set forth guidelines to be used in the S&T production program to ensure that standard procedures are followed.

a. Prior to the beginning of each fiscal year, DIA submits a proposed annual S&T intelligence production schedule to the Military Services for review and comment. Based on an appraisal of resources available for the coming fiscal year, as compared with tasks assigned and anticipated, the Services respond to the proposed schedule with recommended modifications. Subsequently, a firm schedule is promulgated by DIA for implementation by the Service S&T intelligence production agencies. This schedule delineates those tasks for which NISC is prime producer as well as those of other agencies which are to receive NISC support.

b. Upon receipt of the annual S&T intelligence production schedule by this command, the Production and Tasking Division (NISC-0001) will, after consultation with all departments and the Commanding Officer, and if necessary, DIA, promulgate a detailed listing of tasks to be accomplished by each department and the production milestones to be met. The department with primary production responsibility will be designated on the basis of assigned missions and functions. However, the Office of Naval Warfare Capabilities (NISC-000W) will review all products, except NITs, for consistency and adequacy of command position.

##### (1) Preparation of manuscript:

(a) The primary (lead) department will appoint a project monitor for each production task assigned on the schedule. This individual will be responsible, under the department head, for those functions of the production cycle which involve all coordination and integration steps (beginning with the preparation of internal tasking and external data calls), the assembly of the integrated draft, routing for review and chop, and final incorporation of all required changes. At the time that the draft is sent to DIA for review, a proposed distribution list and required DIA Form 447 will be prepared and submitted to NISC-0001. Close liaison will be effected with the departmental editor and the DIA sub-element monitor at the beginning of the draft assembly process. The project monitor will be required to coordinate and know at all times the status of each assigned task until it leaves the lead department for publication. The project monitor will advise NISC-0001 of the anticipated draft delivery date to DIA so that suitable notation may be made in the Weekly Wire, Part 2, forty-five days in advance of delivery.

(b) Questions concerning editorial and printing procedures, for purpose of standardization and adherence to DIAM 75-1, will be adjudicated by the Technical Services Department (NISC-60) through the editorial staff collocated in each department. The editorial staff will be responsible for the editorial arts aspect of a publication while the technical content will be the primary department's responsibility. The technical editor will be responsible for editing and/or re-writing the manuscript so as to achieve effective communication with the intended audience and for the final review of the camera copy prior to its release from the department. The editorial assistant will be responsible to the editors for format guidance of typists

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engaged in the publication's effort, word processor run-off, and simultaneous insertion of illustrations and captions, and the production of camera copy. The training of typists engaged in the operation of the Center's word processors will be the responsibility of NISC-60.

(c) All products will be typed in proper format using command word processing equipment, preferably WANG. The clerical personnel will be under the supervision of NISC-60. Camera copy will be composed and layed out by NISC-60 using inputs furnished by the departmental editorial assistants. In those cases where it is necessary to use external assistance for the production of camera ready copy, the contract for the work performance will be administered by NISC-60 and shall require, as part of the deliverable item, that the manuscript be provided in a magnetic medium suitable for storage and retrieval in the NISC automated text editing system. The number of copies to be printed will be verified by NISC-60 prior to printing.

(d) Acquisition, maintenance, repair and modification of word processing equipment used by NISC-60 in the production of NISC publications will be the joint responsibility of NISC-60 and the Management Information Division (NISC-0003).

(e) Departments will submit completed draft products to NISC-0001 who will forward them to DIA (DT) for review and approval in accordance with the provisions of Chapter 9 of DIAM 75-1. Prior to DIA review, the draft product will be submitted for command review, covered by NISC Publications Routing Sheet. Responsibility for determining the inter-departmental chop list rests with the primary department. As a minimum, all contributing departments, CSO and NISC-00W will be placed on the review/chop list. Upon incorporation of DIA's comments, as appropriate, the product will be forwarded to NISC-60 for camera copy preparation, printing and dissemination. When page numbers have been established, the project monitor will prepare and submit to NISC-0001 a DIA Form 118 (Releasability Statement) for forwarding to DIA. An Abstract of Significant Production form for the product will also be submitted at this time for inclusion in the NAVSTIR.

(2) Review and approval:

(a) For purposes of DIA review, S&T intelligence publications are placed in one of two groups:

1. Group I products must be submitted formally to DIA (DT-3) for review and approval by sub-element monitors.

2. Group II products must be reviewed by DIA but are published with departmental (Service) approval.

(b) Responsibility for approval of Group II products has been delegated to the Commanding Officer. This demands that the highest standards of quality control be maintained in producing a fully coordinated and integrated product which reflects the command position.

(c) Due dates established in the approval production schedule may be changed only through official correspondence between NISC-0001 and DIA. NISC-60 must participate in any production slippage in order to minimize impact on the approved production schedule. Revisions to the annual

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production schedule must be supported in detail. Generally, the only acceptable rationale for a slippage is significant changes in available resources, or unprogrammed quick-response (crisis) requirements.

(d) To ensure coordination, departments will designate a production coordinator whose functions will include close liaison with the Production and Tasking Division (NISC-0001). Production meetings will be held as required between departmental coordinators and NISC-0001 to review the status of products, determine whether the production milestones are being met as scheduled, and to recommend remedial action as appropriate.

(3) Project control status of production:

(a) As updates to the Catalog of Approved Scientific and Technical Intelligence Tasks (CAST) are received, the Production and Tasking Division (NISC-0001) will issue project numbers to each task requiring primary or support action by NISC.

(b) Upon promulgation of the annual S&T Intelligence Production Schedule, NISC-0001 will assign appropriate point work orders indicating the primary department and due dates for submission of the draft manuscript. Tasks involving NISC support to another agency will have only the basic continuing number entered in the system indicating the support to be provided. Print dates for publications will conform to the DIA scheduled dissemination date.

(c) When internal support is required, an Inter-departmental Support Task (IST) providing details of support and due dates required by the primary department will be forwarded by the department.

c. Action: To ensure that production deadlines are met and that quality control is maintained, NISC departments, with NISC-0001 assistance, will develop management procedures to provide for:

(1) Realistic assessment of production resources available to meet annual schedule requirements.

(2) A reflection of this assessment in responding to proposed DIA schedules.

(3) Continuous review of each product, in coordination with DIA monitors, to determine the extent of change or update required and the most efficient production technique or format to employ in maintaining the product. Recommendations for the cancellation of redundant, obsolete or minimal interest publications will also be considered.

(4) Identification of production problem areas and the application of timely remedial measures to prevent production slippages.

#### 402.8 NAVY TACTICAL WARFARE PUBLICATIONS (NWP)

a. NWP-0 assigns production responsibility for the NWP-12 Series of publications to the Director of Naval Intelligence. NISC specific requirements include the following:

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ABSTRACTS OF SIGNIFICANT PRODUCTION

Soviet Arctic Research (U)

DST-1560S-34-81

PT-1560-02-01L

JUNE 1981

SECRET-NOFORN Publication

Dissemination Date: 14 June 1981

(U) This publication is a summary of Soviet Arctic research programs conducted by drifting ice stations, High Latitude Air Expeditions (HLAE), and Soviet Arctic research ships. These programs cover a large variety of disciplines such as the location and development of natural resources, oceanography, geology, geophysics, glaciology, meteorology, sea ice studies, polar medicine, and the preparation of maps and charts for surface and subsurface navigation. The purpose of these programs is to unlock the vast economic and strategic potential of the Arctic for the Soviet Union by developing the Northern Sea Route (NSR).

(EXAMPLE ONLY)

Figure 4-2

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UNCLASSIFIED

NISC WEEKLY WIRE CLASSIFICATION HISTORY AND FOREIGN  
DISCLOSURE RECOMMENDATION

WEEKLY WIRE NO: \_\_\_\_\_ PARA NO: \_\_\_\_\_ DTG: \_\_\_\_\_

Title of Article: ( ) \_\_\_\_\_  
\_\_\_\_\_

## 1. ( ) Basis for Security Classification of Article:

Derivative  Multiple Sources  NISC Original  
 Other (identify) \_\_\_\_\_

## 2. ( ) Source of information used:

Proprietary  Third country (identify) \_\_\_\_\_  Navy \_\_\_\_\_  
 No contract

Attache(U.S., et al) \_\_\_\_\_  Other (identify) \_\_\_\_\_

## 3. ( ) Type of information used: (e.g., PHOTINT, HUMINT, etc.,)

Decompartmented  Sanitized  Open source

## 4. ( ) FOREIGN DISCLOSURE:

Releasable (NIC will specify nations)

Not releasable

Recommend release to: \_\_\_\_\_

Originator precludes release

Sanitization authorized (instructions in remarks)

5. ( ) Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authors: \_\_\_\_\_

Approved: \_\_\_\_\_

OFFICE

SIGNATURE

DATE

UNCLASSIFIED

Figure 4-3

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# SMALL CONFERENCE ROOM

## STANDARD CONFIGURATION

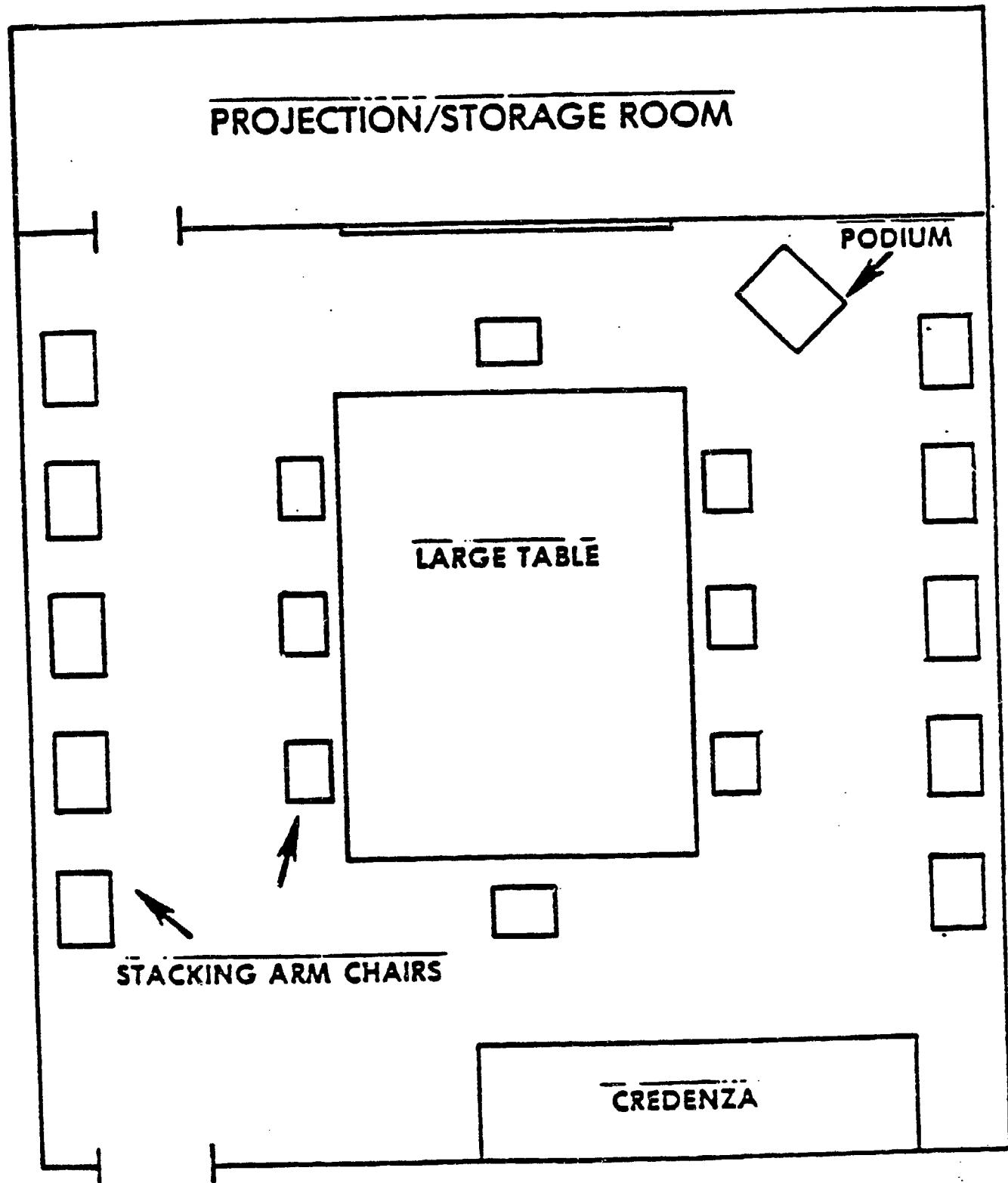


Figure 4-4

# LARGE CONFERENCE ROOM STANDARD CONFIGURATION

NISCINST 3120.1/

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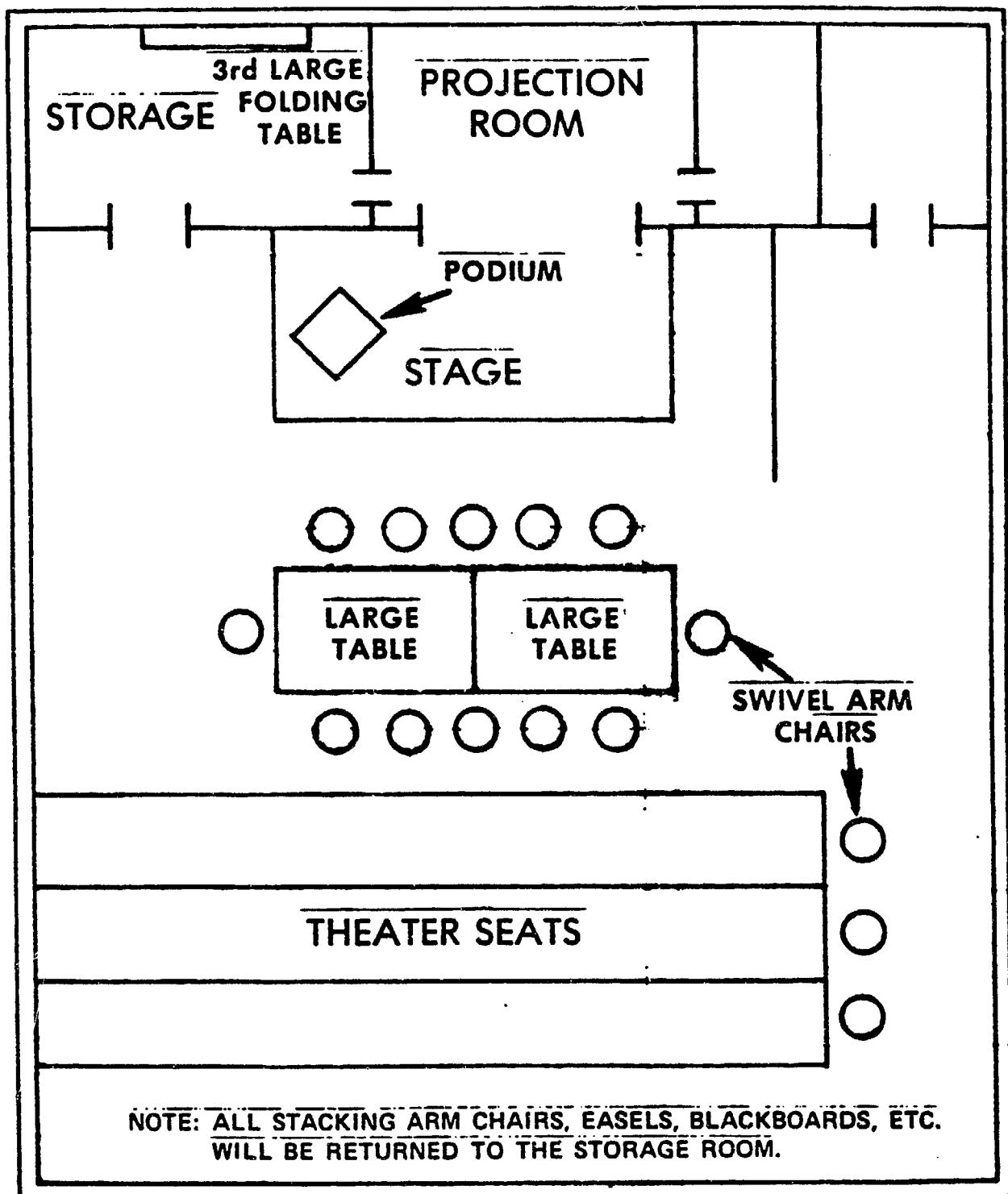


Figure 4-5

## 403. AD HOC PRODUCTION

The Production and Tasking Division (NISC-0001) is the focal point for processing ad hoc taskings. These taskings are received from NIC via Production Tasking Forms or directly from various activities by messages, correspondence, memos and telephone. If NISC is an info addressee on an action message or correspondence, NISC-0001 will assign anticipatory action prior to receiving NIC tasking. Upon receipt of a request, NISC-0001 assigns action to a staff/department, indicates supporting department(s), and assigns the due date. NISC-0001 will assign the project number and other basic data required by the IRMS. A specific due date is assigned to all projects. A continuing due date may also be assigned to large scale projects in which NISC provides support to the consumer as data are received and analyzed, for which no specific milestones are established or required; however, these continuing numbers should be kept to a minimum. The due date appearing on the project task sheet is the date by which the completed response must be mailed or transmitted. Any changes to the assigned due date must be approved by NISC-000.

Unless otherwise advised, the action department will forward the requested information directly to the originator. The action department retains responsibility for maintaining an "Audit-Trail" on all tasking until the finished product is enroute.

a. Due Date Assignment: The following guidelines are used by NISC-0001 for assignment of due dates:

(1) Originator requests specific due date - NISC-0001 will retard internal due date to provide for mail delivery in time to meet originator's due date as follows:

<u>ORIGINATOR</u>	<u>NISC DUE DATE*</u>
OPNAV/NIC/CBN/Other Washington Area Commands	X minus one working day
East Coast Commands	X minus two working days
West Coast Commands	X minus three working days
EUR/Hawaii/WESTPAC Commands	X minus four working days

\*Originator's requested due date = X

(2) Originator's request passed via message - if no specific due date requested, NISC-0001 will assign NISC due date in accordance with the message precedence as follows:

<u>PRECEDENCE</u>	<u>NISC DUE DATE</u>
Immediate	Same day
Priority	Three working days
Routine	Ten working days

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(3) On correspondence other than messages, if originator does not request specific due date - NISC-0001 will consult with department to establish reasonable NISC due date or 10 working days from receipt of correspondence, as specified by DNI Instruction 5216.2D may be assigned for task completion.

(4) As a general rule, NISC-0001 will avoid assigning a due date falling on Friday to any project requiring a message or letter response to the originator.

b. Extensions of Due Dates: Departments are required to make every effort to complete the required action by the originator's requested due date. No due dates on tasks originating outside NISC will be slipped unless the originator is formally notified via message, letter, telephone, or memo as appropriate of NISC's inability to perform the task by the date requested and the new estimated completion date provided.

(1) Message Request: In the event that action cannot be completed by the assigned date, an interim reply will be made. When an interim reply is made, a new due date will be provided. The interim reply should be prepared and transmitted not later than the originator's requested due date.

(2) Correspondence: If the task cannot be completed by the requested date, departments/staff will negotiate a revised due date directly with the requestor. (Reference: NAVINTCOMINST 3890.1B)

(3) NISC-000 will not normally approve extension of the originator's requested due date without some indication that an interim response has been made, is being prepared, or is not required.

c. Chop List for Responses: It is the responsibility of the department/staff originating the response to coordinate the product with other appropriate department/staff elements.

d. Closing Out Assigned Tasks: It is the responsibility of the action department/staff elements to expeditiously close out all tasks assigned a NISC project number upon their completion. The procedures outlined below should be adhered to in order to maintain an accurate status of all NISC projects:

(1) Completed Tasking: Action departments submit IRMS project completion forms as soon as possible. The serial number, DTG, TCS, or other identifying number along with the date transmitted/mailed will be noted on the IRMS completion form.

(2) Cancelled Tasking: In the event a tasking is cancelled, department/staff elements are required to submit an IRMS Form 2 for approval giving specific justification/details including persons contacted and dates.

e. Assignment of Priorities: NISC-0001 will review each quick response tasking upon its receipt, determine its urgency, and assign a recommended priority in accordance with the following:

"A" (Urgent) - These projects are of the highest priority.

"B" (Priority) - These projects essential to national/Navy operational and planning requirements.

"C" (Routine) - These projects substantially improve existing information and/or Navy effectiveness, and are to be expedited consistent with efficient employment of personnel and facilities.

"H" (Hard) - These projects must meet the assigned due date to the time criticality of the request. "H" priorities which cannot be satisfied in the time allotted will be brought to the personal attention of NISC-000 prior to negotiating a revised due date.

"Blank" - No priority assigned.

#### 404. CONFERENCES AND MEETINGS

a. This section promulgates procedures for the use of command conference facilities. It covers those facilities designated as the Large Conference Room, Medium Conference Room, Small Conference Room, and Management Information Center (MIC).

b. The following procedures will be followed for the scheduling and use of NISC conference facilities:

(1) The schedule for the Large and Small Conference Rooms and the MIC is controlled by the Production and Tasking Branch (NISC-0001B). Conference facilities will be scheduled by date and time period on a first come, first served basis. Pre-emption of the schedule will occur only at the direction of the Commanding Officer. NISC-0001B should be notified of cancellations in a timely manner. As the MIC is designed to support the management element of NISC, it will normally be available only to the Commanding Officer, Executive Officer, Technical Director, and Department/Staff Element Heads.

(2) The Large, Medium, and Small Conference Rooms and the MIC are certified for all-source briefings and discussions. The outer door to the Large/Small Conference Room complex will be secured whenever properly cleared personnel are not present in the complex. Access to the complex can be obtained by contacting NISC outside security. It is the responsibility of the individual or department scheduling a conference facility to ensure that all persons in attendance are properly cleared for the material being briefed or discussed.

(3) Individuals or departments scheduling the Large/Small Conference facilities are responsible for setting up the desired seating arrangement and returning the rooms to the standard configuration after use as shown in figures 4-4 and 4-5. All trash (coffee cups, soda cans, etc.) will be placed in the trash receptacles provided.

(4) Vugraph, carousel 35MM slide, and 16MM motion picture projectors are available for use in each conference room. Individuals or departments scheduling the facilities are responsible for providing their own projection equipment operators (remote controls for the carousel 35MM projectors are available). The projection equipment is pre-set for optimum performance, and

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will not be removed from the pre-set position. Unqualified personnel will not attempt to repair or replace inoperable equipment. The number to call to obtain the services of a qualified technician will be clearly posted in each projection room.

c. The following responsibilities are assigned to the departments/staff elements indicated for the operation and maintenance of the NISC conference facilities covered by this section:

(1) NISC-0001B - provide general oversight of and schedule the designated facilities.

(2) NISC-60 - provide routine on-board maintenance of the projection equipment. Arrange for outside repair of equipment which is beyond the capability of on-board maintenance personnel to perform. Maintain adequate spares to ensure that the designed projection capability is maintained at all times.

(3) NISC-OSP - provide for routine cleaning of the conference facilities by GSA personnel on a daily basis, and special cleaning (rugs, drapes, etc.) as required. Prepare and monitor work requests for alterations/repairs to conference facilities other than projection equipment as required.

#### 404.1. COORDINATION OF AND REPRESENTATION AT NISC BRIEFINGS

a. NISC is frequently tasked to present briefings to high-level audiences for whom more than one NISC department is required to provide an input or briefer. A single senior NISC representative may be appointed for each such briefing. NISC-000 will coordinate the dry run, attend the presentation to ensure that the naval intelligence position is clearly defined, coordinate any follow-up action required, and provide a complete debrief to the Commanding Officer and others, as appropriate. This requirement also exists for the department head in cases where an analyst or analysts from a single department is briefing a high-level audience outside the Naval Intelligence Command.

b. "High-level audience" should be construed to mean that which includes flag rank or civilian equivalent attendees. Audiences which meet this criterion are CEB, CEP, DDR&E, OPNAV and CNM flag officers, fleet CINCs, Service War Colleges, etc. This list is not all inclusive and requirements for provision of a command representative will be levied on a case-by-case basis.

c. Concurrent with the dry run, a senior NISC representative will be assigned to attend briefings meeting the criteria outlined above. This representative may be the Commanding Officer, Executive Officer, Technical Director, department heads or deputies, or other 05/06 officers, as assigned. The assigned representative will attend all pre-briefs and the presentation itself and provide any required follow-up and debrief DNI/DDNI and the Commanding Officer, as required. All requests for "high-level briefings" will be coordinated with the Commanding Officer.

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## 405. GRAPHIC, PHOTOGRAPHIC, AND LITHOGRAPHIC/MULTIPLE COPY SUPPORT

a. Background: Capabilities available in NISC include the preparation of graphic materials for briefings, publication illustration, or other purposes, photographic support in all phases of still photography including processing, printing, actual camera work, and lithographic/electrostatic printing and copying services. The Technical Services Department (NISC-60) provides these services through Publications Division (NISC-65) and Photographics Division (NISC-64). While the capacity of these divisions is not unlimited, the capabilities of the technical personnel assigned permit accomplishment of a wide variety of services to NISC and other government agencies, as may be directed.

b. Discussion: Effective dissemination of intelligence data frequently requires the inclusion of graphic illustrations, photographs, and combinations of these forms of material in publications or use of these materials in combination with textual information in vugraph or 35mm transparency form for briefings. The provision of such materials, from conception to final product, can be only as effective as the input materials. While technical services are available to transpose data and ideas into concrete visual aids and materials, the personnel involved in the production of the final products seldom are capable or knowledgeable enough to "fill in the gaps" which might exist in originally-submitted materials. The originator must accept total responsibility for accuracy, currency, and relevancy of the final graphic, photographic, or published materials. The information which follows is intended as a guide to originators of requests for graphic/reprographic services. It is not all-inclusive; close liaison with the technicians involved in the production of final materials is a necessity and is actively encouraged.

c. Submission of Requests: All graphic/photographics requests are accepted directly by the Division/Branch involved in their production, with the provision that the requestor must provide the NISC Project Tasking Number for the project for which the materials are being requested. If materials requested are for a purpose/project for which no number has been assigned, requestors shall be required to request accomplishment of work via NISC Operations Department. NISC Operations Department will prepare required tasking paperwork, assigning a project number and overall task priority within NISC. The job request should be directed as follows:

(1) Graphics Support - Graphics Section, Publications Division (NISC-65):

(a) Includes: vugraph preparation, original illustrations, preparation of graphic matter for publication, graphic design.

(b) Requests for assistance in location of appropriate photos or illustrations, etc., should be directed to the Graphic coordinators, NISC-65.

(2) Photographic Support - Photographic Services Branch (NISC-641):

(a) Includes: photographic work of all types, classified SECRET or below.

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(b) Requestor will fill out standard Photographic Job Requests at the Production Control Desk of the Branch, with assistance if required from the Production Control Personnel.

(3) Special Photographic Support - Special Photographic Techniques Branch (NISC-642):

(a) Includes all types of photographic work classified TOP SECRET or requiring special compartmentation.

(b) Provides video recording of intelligence documentation.

(c) Requestors will fill out Standard Photographic Job Orders as indicated above.

(4) Lithographic/Electrostatic Printing/Multiple copy service and support services are provided through the Lithographics Branch (NISC-643).

(a) NISC-65 personnel are available as required to assist in determination of proper methods of preparation of materials for submission for reproduction by offset presses. Requestors are urged to contact the Printing Specialist (NISC-65A) before final preparation of materials for reproduction.

1. Typed roughs of materials requested.

2. Overlay sheets on all photographs to be annotated.

3. Suggested/desired layouts and colors (if required)

should be noted.

4. Maximum image area 7 1/2 x 9 1/2 inches.

a. Minimize textual information - increase legibility  
when projected.

b. Keep layouts simple - visibility and legibility  
enhanced.

c. Use "key words" vice phrases wherever possible.

d. Specify color only when it is necessary to provide  
emphasis which cannot be supplied in other ways. DO NOT USE COLOR ONLY TO  
PROVIDE COLOR.

5. Requests for production with less than three working days time will be "Xerox" reproductions, with diminished quality when compared to photographic reproduction, and NO COLOR CAPABILITY.

(b) Drawings and photographs for publication illustration:

1. Submit request direct to the Graphics Coordinator  
(NISC-65).

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2. Provide specific information concerning illustration desired.

(c) Original artwork, drawings, or design work:

1. Submit requests direct to Graphics Section (NISC-65).

2. No drawings provided larger than 20 x 24, to permit future micrographic reproduction/filing.

3. Be as specific as possible, including provision of "rough" sketches.

(5) Photographic Services (apply to NISC-641 and NISC-642) equally):

(a) Request only work that has a true, valid purpose.

(b) Review all requests to ensure that all requested photographs to be printed are of adequate quality to be of use as final products; eliminate fuzzy, grossly over - or under-exposed views, duplicate views, "might need someday" views.

(c) Reduce required numbers of prints to minimum essential; however, request total numbers on original request - resubmission tends to overload the system unnecessarily.

(d) Photographs intended for publication by NISC should not be color; when requesting copies or prints from negatives for this purpose, specify black-and-white.

(e) When materials are submitted for direct reproduction as 35mm slides, they should not exceed 11 x 14 inches. If textual materials are included and a typewriter is used to prepare the original, the original image area should not exceed 4 x 6 inches, to maintain legibility of the information when projected. Avoid "over wordiness" - use key words/phrases, maximum line count of 16 per frame. (When the format is "vertical" - if horizontal, 13 lines maximum).

(i) Be as specific as possible in preparing the job requests - particularly when several different requirements are to be met in the course of accomplishing one request.

(j) If questions exist as to feasibility, practicality, or proper materials to be requested for a job, contact NISC-64 prior to preparing final original materials or requests for photography.

#### 406. INFORMATION RESOURCE MANAGEMENT SYSTEM

The NISC Information Resource Management System (IRMS) is the primary vehicle used to provide the Commanding Officer and component departments/staff elements with management level data on key areas of concern. Successful implementation of IRMS, as outlined in reference (a), is critically dependent on strict adherence to standardized operating procedures.

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a. Responsibilities.

(1) The Operations Department. The Operations Officer (NISC-000) will serve as the IRMS Production Control Manager (PCM) as defined in references (b) and (c). As such, he serves as the command focal point for the acceptance, validation, and scheduling of all tasking received by the command. Consequently, it is imperative that departments/staff elements accept no tasking without the knowledge of the PCM. In accomplishing the Production Control responsibilities, the Operations Department will:

(a) Provide formal notification of tasking to action/support offices, via the IRMS network, within one working day of receipt. As a general rule, action will be assigned to the department/staff element that has overall responsibility for the topic area with support tasking to potential contributors, as appropriate. Support offices will not be assigned due dates, unless specified in the original tasking. It is the responsibility of the action office to determine the nature of the support requirement.

(b) Adjudicate all requests for tasking modification (FORM 2) to include changes in assignment, due date(s), and associated support requirements. Requests for modification will be reviewed by 1100 each working day and decisions made in accordance with the following:

1. Action/support assignment - the Operations Officer/Deputy Operations Officer are designated as the sole agents for the Commanding Officer to authorize modifications to assigned tasking action/support roles.

2. Due date(s) - the Production/Tasking Division (NISC-0001) shall approve routine requests for changes to due date(s), but such changes first should have been negotiated with the requestor's point of contact. If the request is of a non-routine nature, approval authority rests with the Operations/Deputy Operations Officer.

3. Approved change requests will be reflected by an automatic modification to the task in the IRMS network. Disapprovals will remain in the system unadjudicated with an "N" indicated in the FORM 2 approval block. In the case of disapprovals, the requestor should contact the Operations Department to determine the reason for disapproval.

(c) Maintain and provide, as required, relevant production control data necessary to support decision making/reporting requirements of NISC managers and other components of the intelligence community.

(d) Serve as the command focal point for the addition/deletion of project tasking codes.

(e) Develop and promulgate Production Control policy and guidance in accordance with references (b) and (c).

(2) Department/Staff Elements. Each department/staff element is responsible for establishing procedures that ensure the expeditious notification and response of cognizant action/support personnel. Specifically, departments/staff elements shall:

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(a) Take appropriate action on assigned tasking.

(b) Initiate liaison with support offices to establish the scope and schedule of the support desired.

(c) When required, submit requests for tasking modification, via the IRMS network, to the Operations Department for adjudication. In the case of routine tasking, modification requests should be submitted with adequate lead time but, in no case, less than two working days before the specified due date. Requests will be adjudicated in accordance with the procedures outlined above.

(d) Submit requests for the addition/deletion of project codes to NISC-000 via NISC-0003. These requests should be submitted by memorandum and should include an appropriate statement of justification.

References: (a) IRMS Transition Plan  
(b) IRMS Management Plan  
(c) IRMS Functional Description

#### 407. INTELLIGENCE COLLECTION REQUIREMENTS

a. The Naval Intelligence Support Center routinely has about ten Intelligence Collection Requirements (ICRs) and one-hundred Continuing Intelligence Requirements (CIRs) validated by the Defense Intelligence Agency and levied on various elements of the intelligence community. The Command also has about 314 active Source Directed Requirements (SDRs) that are levied on various sources.

b. A requirement exists to periodically review and re-write validated ICRs/CIRs to achieve the following:

(1) Eliminate satisfied requirements and re-state current requirements as one-line items.

(2) Update guidance, background, releasability, tasking, data flow, etc.

c. Source Directed Requirements are normally cancelled after source has been interviewed.

d. NISC-0001A will identify ICRs/CIRs requiring action on a monthly basis. Department heads will assign action to the cognizant divisions for review and action as indicated and return to NISC-0001A by the date requested.

#### 408. INTELLIGENCE INFORMATION REPORTS (IIR) EVALUATIONS

a. Requests for evaluation of Intelligence Information Reports (IIRs) are received from reporting agencies, Commander, Naval Intelligence Command (COMNAVINTCOM) and the Defense Intelligence Agency (DIA). The evaluation of all IIRs in response to NISC-originated Intelligence Collection Requirements (ICRs) and Source Directed Requirements (SDRs) is required. IIRs responding to NISC-originated Continuing Intelligence Requirements (CIRs) will be

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evaluated when requested by the collector or when selected by COMNAVINTCOM or DIA collection managers for evaluation. Analyst's "initiative evaluations/selected by analyst" will be as determined by individual analysts. Coordination of this process is required in order to achieve consistency and completeness in all NISC evaluations of IIRs.

b. Action: The following procedures will be followed:

(1) Message Evaluations. IIR evaluations will be submitted in the message format of DD Form 1480. If message transmissions are not feasible, the hard copy version of the DD Form 1480 format will be authorized on a case-by-case basis as requested from and approved by DIA AT OPS. Guidelines include:

(a) Evaluations which contain urgent, time-sensitive information or guidance requiring expeditious transmittal to the collector will be in message format.

(b) An IIR message received in response to a NISC-originated ICR, or CIR (CIR response must request evaluation), will be evaluated in message format within 10 working days after receipt by the department that originated the requirement.

(c) Message evaluations will be prepared within 10 working days by cognizant departments on all IIRs requiring evaluation from the following sources:

1. USDAO Moscow
2. NLU Munich
3. COLOP or new reporting
4. Current high interest reporting

(d) Information addresses on all message evaluations must include COMNAVINTCOM WASHINGTON DC, DIA WASHINGTON DC//AT-OPS//, and those intermediate commands as applicable (Ref. Para 7 of DIAM 58-13).

(2) Routine Evaluations. Routine evaluations are submitted in message format unless an exception has been authorized by DIA.

(a) IIRs (with all enclosures) received on DD Form 1396 in response to a NISC-originated ICR will be submitted in message format. Responses are due within fifteen working days of the receipt of the IIRs.

(b) IIRs (with all enclosures) received on DD Form 1396 in response to a NISC-originated CIR and containing a request for evaluation will be submitted in message format. Responses are due within twenty working days of the receipt of the IIRs. (IIRs responding to NISC-originated CIRs do not require evaluation except as noted above.)

(c) IIRs selected by COMNAVINTCOM or DIA collection managers will be evaluated as requested when all enclosures have been received/translated as required.

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(d) IIRs selected by analyst (analyst initiative) will be submitted in message format in accordance with paragraph 4b(3) of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(e) An IIR in message or Form 1396 format received in response to a NISC-originated SDR will be submitted in message format when the SDR reference is followed by the parenthetical word completed and in accordance with paragraph 4a(5) and 6b(3) of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(f) Classification/declassification instructions, control markings, including paragraph releasability/disclosure, when applicable, will be entered in appropriate blocks.

(3) Departments will evaluate IIRs that respond to requirements that were originated by the department (including the completion of all entries and typing of message equivalent).

(4) The designation of a department or departments to evaluate IIRs selected by COMNAVINTCOM or DIA collection managers or collectors initiative IIRs will be determined by NISC-0001A.

(5) Evaluation of IIRs that respond to more than one NISC-originated requirement:

(a) Departments will evaluate only those portions of an IIR that respond to the department's originated requirements except as noted in paragraphs 6a,b and c of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(6) If an IIR is not under the department's cognizance or misdirected, return it to NISC-0001A indicating reason.

(7) All evaluations will be forwarded via NISC-0001A for control and accountability.

(8) Release Authority:

(a) Evaluations containing highly laudatory or derogatory comments will be forwarded via NISC-000 for the Commanding Officer's signature.

(b) Departments will release message evaluations except as noted above.

(c) Evaluations requiring releasability/disclosure approval (see paragraphs 4 and 5 of COMNAVINTCOMINST 3820.6 series and para 6c(19) of enclosure (1) to COMNAVINTCOMINST 3820.6) will be forwarded via NISC-0001A for classification, review, control and accountability prior to release.

(9) Format:

(a) Message evaluations will be prepared as outlined in enclosure (1) to COMNAVINTCOMINST 3820.6 series.

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(b) Analysts are encouraged to perform composite evaluations (two or more IIRs) if the IIRS conform to all the requirements set forth in paragraph 6b of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(c) "Of No Value" evaluations are discouraged. Such evaluations must be fully substantiated prior to release.

#### 409. COMMAND HISTORY

a. In order to coordinate all NISC historical matters, the position of NISC Historian has been established. The primary duties of the NISC Historian will be to coordinate the inputs for the preparation of the annual Command History, as required by OPNAVINST 5750.12B, collect other NISC historical material of importance and to establish and maintain a NISC historical data base. The position of Historian is assigned as a collateral duty. All historical matters pertaining to NISC and its predecessors are to be coordinated with the NISC Historian.

b. The focus of the NISC command history should be centered around those activities that relate to the command's primary mission or program. Each office/department is however, encouraged to be resourceful in developing those occurrences within its functional area so as to provide meaningful inputs to the Command History.

c. The following General and Specific instructions will serve as guidelines to each NISC office/department as to what is expected as each contributes to the Command History effort.

##### (1) General:

(a) Each department will designate an individual to serve as Department Historian and provide the Command Historian with the name of that person.

(b) Each Department Historian will coordinate as necessary, to insure that all functions activities within that department are evaluated to determine the suitability of such development as a NISC Command History item. The art of being brief, concise and to-the-point will be exercised throughout the report.

(c) Submissions for the Command History or historical data base may be made at anytime considered appropriate. However, annual departmental submissions are required to the Command Historian not later than 1 February of the following year.

##### (2) Specifics:

(a) Executive Officer (NISC-01): This office will provide, at a minimum, a photograph and biography of the Commanding Officer, and other photographs and biographies as deemed appropriate for the Command History. A narrative command mission summary statement will also be furnished by this office. Finally, a recognition statement from the Commanding Officer to all NISC employees during the year covered.

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(b) Operations Department (NISC-000): This department will provide the Command Historian with copies of schedules of all NISC significant meetings and briefings to include changes as they occur.

(c) Office of Foreign Materiel (NISC-OFM): This office will, by 1 February, in addition to its regular submission provide the Command Historian with a list of significant foreign materiels exploited or approved for exploitation during the preceeding year.

(d) Resource Management/Comptroller (NISC-COR): This office will, by 1 February, in addition to its regular submission for the Command History, provide the following:

1. The amount of the NISC operating budget for the previous calendar year - being as specific as allowable under the overall document classification restriction of SECRET.

2. A depiction of the military and civilian manpower structure for the beginning and end of the previous calendar year. A breakdown by office/department that equals to the command total strength is desirable.

(e) Naval Warfare Capabilities Department (NISC-COW): This department will, in addition to its regular input to the Command History submit by 1 February, threat assessments and a complete list of all Weekly Wires published by NISC in the preceeding calendar year. This list should be broken down by Wire Number and within each Wire by title and author.

(f) Technical Services Department (NISC-60): This department will, in addition to its regular Command History input, submit by 15 February of each succeeding year, the following:

1. A complete list of all publications produced by NISC during the preceeding calendar year for inclusion as an appendix in the Command History. The list shuld be broken down by categories of publications, i.e., Threat Assessments, Books, NAVSTIR articles (arranged by issue), Naval Intelligence Technical Summaries (NITS), Case studies, and any other applicable categories. Only long titles, followed by short titles, of the publication should be included.

2. One set of photographs of all major NISC functions.

- Change of Command Ceremonies
- Christmas Social/Party
- Ropewarn Events
- Other events as appropriate

3. Graphic support as required.

(g) Questions pertaining to NISC historical matters should be referred to the Command Historian for resolution.

#### 409.1 COMMAND HISTORY FORMAT

The format below should be closely adhered to. If there are sections that do not apply, enter to work "(NONE)" for that section. For example, "III PERSONNEL CHANGES - "(NONE)"."

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DEPARTMENT'S NAME, CENTERED, UNDERLINED, W/SUFFIX (NISC-XX/X)

(3 spaces)

A. DEPARTMENT'S SUFFIX MISSION (Example: NISC-XX/X's MISSION:)

(2 spaces)

(Start here with (U), (C), or (S) for classification, then continue on line with the Department's Mission as depicted in the current NORM).

(3 spaces from last line of entry)

DIVISION'S NAME: Example: POP CONTROL DIVISION'S MISSION (NISC-XY/Z):

(2 spaces)

(Start here (as above w/Department's Mission), with the Mission of the first Division of that Department as listed in the NORM. The remaining Divisions in that Department should follow in the same order and format. All three (3) spaces between the last Division entry line and the next Division's Name).

## B. DEPARTMENTAL BRIEFING/CONFERENCES ATTENDED (include only the classification and subject of the briefing/conference, the date of occurrence, the NISC and/or VIP person(s) who attended and the locations of the event using the following format).

## 1. BRIEFINGS:

<u>Class/Subject</u>	<u>Date</u>	<u>Attendees/Briefings</u>	<u>Location</u>
----------------------	-------------	----------------------------	-----------------

## 2. CONFERENCES:

<u>Class/Subject</u>	<u>Date</u>	<u>Attendees/Briefings</u>	<u>Location</u>
----------------------	-------------	----------------------------	-----------------

## C. PERSONNEL CHANGES (Include only Department, Assistant Department and Division Head changes, using the following format).

<u>Person(s) Involved</u>	<u>Type of Change</u>	<u>Date</u>
---------------------------	-----------------------	-------------

Name: \_\_\_\_\_

Rank/Grade: \_\_\_\_\_

Position: \_\_\_\_\_

## D. PUBLICATIONS

- Each Department Historian will insure that all publications produced by that department are registered with NISC-60 for inclusion in the publications appendix (A) to the annual history. Only in those cases where such publications are not listed by NISC-60, for whatever reason, will they be listed in the departmental submission.

2. NISC's publication list should include, as a minimum and by title only, the following:
- a. WEEKLY WIRE ARTICLES
  - b. NAVY SCIENTIFIC AND TECHNICAL INTELLIGENCE ARTICLES
  - c. BOOKS (add short title to listing)
  - d. MISCELLANEOUS (can include such items as papers prepared for briefing/conferences, etc.)
- E. TECHNICAL ANALYTICAL OR PRODUCTION ACCOMPLISHMENTS OF THE DEPARTMENT (Listing in A., B., C., etc., order, preface the statement of accomplishment with the security classification (U), (C), or (S) as appropriate. Each entry should be a brief clear statement as to what, where, when and/or how an event occurred during the covered period). Use the most appropriate a. or b. format examples as most appropriate.
- a. TECHNICAL ANALYTICAL OR PRODUCTION ACCOMPLISHMENTS

(U) (NISC-XYZ discovered on 4 July another naval fire works test facility in the Far East. This finding was in support of the U.S. Holiday project "Independence Day").
  - b. ABSTRACTS OF SIGNIFICANT PRODUCTION
- TITLE: \_\_\_\_\_
- TASK NO. (if any): \_\_\_\_\_
- SHORT TITLE: \_\_\_\_\_
- DATE: \_\_\_\_\_
- CLASSIFICATION (to include releasability): \_\_\_\_\_
- ABSTRACT (no higher than SECRET): \_\_\_\_\_
- DATE OF DISSEMINATION: \_\_\_\_\_
- F. SPECIAL AWARDS RECEIVED BY THE DEPARTMENT OR INDIVIDUALS THERE IN:
- (List Department/Individuals name, type of award and date using the A., B., C., format as in E. above. DO NOT include such as length-of-service awards).
- G. MISCELLANEOUS (Include illnesses, deaths of personnel and any other matters deemed important that do not fit into the topics previously mentioned. USE the A., B., C., format here as in E. and F. above).

## **CHAPTER 5**

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## CHAPTER 5

## SPECIAL ACTIVITIES

## 500. NAVY TECHNOLOGY TRANSFER PROGRAM

a. Background: OPNAVINST 5510.156 initiated the Navy Technology Transfer Program to support a national level effort to restrict the transfer of critical technology to potential adversaries. OPNAVINST 5510.156 assigned the Chief of Naval Material the responsibility for maintaining a comprehensive technical data base. This instruction further states that the Director of Naval Intelligence will provide intelligence assessments including identification of gaps in potential adversary technological development.

b. Discussion: The responsibility for coordination of the NISC technology transfer program is assigned to the Naval Technology Department (NISC-10).

## (1) NISC-10 will:

(a) Act as the focal point of technology transfer tasking received by the command.

(b) Provide overall coordination of NISC's OPNAV/NAVMAT-funded Military Critical Technology contract studies.

(c) Serve as the alternate member to DCI's Technology Transfer Intelligence Committee.

(d) Coordinate NISC representation on committees such as COMEX, EXCON, TTIC-DBWG, STIC-CPWG, ONI Technology Transfer Coordinate Committee, and Technology Transfer meetings, briefings, etc.

(e) Develop and maintain a technology transfer data base, including foreign technology availability data based on militarily critical technologies.

(f) Identify and report potential transfers of high technology equipment, with possibly detrimental consequences to the U.S., through appropriate naval channels.

(g) Maintain liaison with other agencies and services involved in assessing the impact which of transfers of militarily critical technologies to foreign countries.

## (2) NISC line departments and staff elements will:

(a) Build and maintain analyst files for their specific technology areas which include examples of technology transfer, world leadership, foreign availability, and examples of reverse technology transfer.

(b) Respond to tasking from NISC-10 upon request.

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(c) Establish a central point of contact for technology transfer matters.

(d) Notify NISC-OFM Technology Transfer Office of actual or anticipated transfers of hi-tech equipment to potential adversaries or known "pass-through" nations.

## 501. PRECIOUS METAL RECOVERY PROGRAM (PMRP)

NAVINTCOMINST 4570.1A and NAVSUPINST 4570.23 implemented the provisions of DOD Directive 4160.22 and established a program within the Navy for the recovery and utilization of precious metals (gold, silver, and the platinum family which includes platinum, iridium, rhodium, osmium and ruthenium) contained in residual material and scrap generated by Navy activities. The Navy program is an extension of the DOD PMRP which is an expansion of the DOD Silver Recovery Program previously administered by the Naval Ordnance Systems Command. The Defense Logistics Agency (DLA) has since been designated the DOD manager for the expanded program, relieving the Naval Ordnance Systems Command on 1 October 1974. Under the DLA, the Defense Property Disposal Service (DPDS-RP Federal Center, Battle Creek, MI 49016, is responsible for programs associated with the collection, recovery and processing of precious metals. The Defense Industrial Supply Center (DISC) is responsible as the Commodity Integrated Material Manager, for the supply management of the refined precious metals recovered under the PMRP. It is the policy of NISC that an effective PMRP be maintained throughout the command. All NISC departments and staff elements generating precious metal-bearing excess of scrap material, or precious metal-bearing residue of chemicals or industrial operations, will participate in the PMRP.

### a. Action:

(1) The Photographic Division Head (NISC-64) is assigned the responsibility for the PMRP within NISC and is designated the PMRP Coordinator (PMRP-C) for the command.

(a) The PMRP-C shall implement, monitor and coordinate the PMRP within the command and assure the precious metals are being reclaimed and reported in accordance with applicable instructions.

(b) The PMRP-C shall act as a point of contact for the command. Any recommended changes to existing procedures should be submitted to the PMRP-C.

(2) Department heads and staff element heads will each designate a PMRP sub-coordinator to implement, monitor and coordinate all of their own internal PMRP actions. The name, code and telephone number of each PMRP sub-coordinator will be provided, in writing, to the PMRP Coordinator (NISC-64).

Additionally, each department head and staff element head concerned will be responsible for insuring that the procedures outlined below that are applicable to their particular area of responsibility are adhered to, including:

(a) Account for and turn in all precious metal-bearing items and recovered precious metals to their own particular PMRP sub-coordinator;

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(b) Operate and maintain assigned precious metals recovery equipment in facilities under their command;

(c) Those having no recovery equipment and generating only small quantities of fixing solutions will collect the spent solutions in clean five gallon plastic containers and turn it in to the NISC-64 chemical mix area when 20 or more gallons have been accumulated;

(d) Ensure that all materials collected are handled, stored and shipped in accordance with applicable security regulations;

(e) Ensure that all collected materials are shipped promptly to the Defense Property Disposal Precious Metals Recovery Office, Naval Weapons Station Earle, Colt's Neck, N.J., or other designated collection or disposal activities; and

(f) Provide the NISC PMRP Coordinator (NISC-64) with legible copies of all documents concerning each shipment.

#### 501.1 STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY PROGRAM (PMRP) WITHIN NISC-60

a. The mission of NISC-60 involves processing a variety of silver-bearing sensitized materials. The processes result in some or all of the silver being removed from the materials, predominantly by the various fixing and stabilizing solutions for photographic film and paper. The silver in those solutions must be recovered and shipped to a Defense Property Disposal Office. Another source of recoverable silver is from scrap photographic film and paper. Scrap photographic film and paper will be shredded and stored in containers suitable for bulk shipment to a designated Defense Property Disposal Office.

b. These standard operating procedures specify the responsibilities of NISC-60 personnel, methods and procedures to be followed and records to be maintained relative to the operation of the silver recovery program for chemicals and scrap photographic film and paper.

c. Responsibilities:

(1) NISC-64:

(a) Direct coordination of NIC PMRP in accordance with NAVINTCOMINST 4570.1A.

(b) Establish and direct implementation of silver recovery operations from photographic chemistry in accordance with procedures outlined herein.

(c) Comply with specifications of NAVSUPINST 4570.22 to insure secure shipment of recovered silver and/or silver-bearing scrap as directed by DPDS.

(2) NISC-64C (Support Coordination):

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(a) A supply of replacement cartridges will be maintained in the NISC-64 Chemical Mix Area. A replacement will be issued upon receipt of a filled one. The filled cartridges will be stored for safekeeping in the NISC-64 area until shipment.

(b) The Kodak 1P Silver Recovery Cartridge(s), furnished by DPDO, will be rigged to a holding tank.

(c) NISC-64C will activate this system when sufficient volume of chemistry has been collected, per manufacturer's recommendations. In general, an accumulation of at least 25 gallons of the effluent is considered desirable; the cartridges must be monitored frequently when in operation. Cartridges are estimated to be capable of handling 200 gallons of these effluents, or approximately four months supply, whichever occurs first.

(d) Cartridges are serial-numbered by the manufacturer; a record will be maintained of those received, dates of installation/removal and dates shipped to DPDO. (Figure 5-4 is a sample letter to be used when requesting shipping instructions.)

(e) NISC-64 will originate the required correspondence to effect shipment and acquisition of replacement cartridges. Copies of shipping documents and all associated correspondence will be retained on file for at least three years.

(4) Scrap photographic film and paper recovery:

(a) Scrap photographic film and paper will be shredded and stored in containers suitable for bulk shipment. When approximately 2000 lbs. of shredded materials have been collected NISC-64C will notify NISC-64, who will obtain disposition instruction from Defense Property Disposal Service (DPDS). When shipping instructions and fund cite are received, the scrap material will be shipped as directed by DPDS.

(b) The disposition instructions, shipping documents and other pertinent documentation relevant to scrap photographic film and paper will be maintained within NISC-64 for at least three years.

501.2 STANDARD OPERATING PROCEDURES FOR FILM DESTRUCTION AND PRECIOUS METAL RECOVERY WITHIN NISC-70

a. Film selected for destruction is listed on an appropriate Film Destruction Record Form. This destruction record identifies all material being destroyed by a specific control number which is assigned by the originator prior to being received by NISC-70. This number provides an effective control system that will furnish an audit trail that can be traced if necessary.

b. After the film is inventoried and listed on the Film Destruction Record Form, it is placed in cardboard boxes and sealed in accordance with applicable security requirements.

c. The boxes are placed on pallets (approximately 30-35 boxes per pallet) and secured with polyethylene straps.

d. A courier receipt is prepared identifying the originator and number of sealed boxes being transferred to DIA (RTS-4B) for subsequent delivery to Naval Weapons Station - Earle for destruction and silver recovery.

e. Arrangements for the transfer of this material is made with DIA (RTS-4B) at phone number 695-9482.

#### 501.3 STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY WITHIN NISC-20

a. NISC-20 will normally turn in excess/scrap precious metal bearing materials (printed circuit boards, cable connectors, voltage regulators, etc.) to the servicing Defense Property Disposal Officer in accordance with procedures specified by NAVINTCOMINST 4570.10. Shipments will include any available information pertaining to the precious metals content (i.e., metal type, quantity, location) and will clearly identify material (i.e., printed circuit board, manufacturer and part number, silver/gold content, etc.). All reasonable care will be taken in the packing of materials for shipment so as to minimize the possibility of theft or loss through container damage. The shipments will be made when warranted by accumulation of materials.

b. When the accumulation of materials warrants shipment, it will be sent to the NISC mailroom to be shipped by registered mail to the appropriate destination, thereby furnishing an audit trail that can be traced if necessary.

#### 501.4. STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY WITHIN NISC-10 .

a. Prepare material inventory and announce to RDT&E and intelligence community of OFM intent to destroy material.

b. Review any requests for material and as appropriate forward material to requestor. Maintain a record of receipt file for material thus forwarded.

c. When no further interest is indicated, contact respective Property Disposal Office (PDO) Brandywine, Maryland, concerning disposal of foreign material. Prepare Form 1348-1 (Listing of Material to be Disposed of) and forwarded to PDO. Indicate "DEMILITARIZATION REQUIRED" and declassify material accordingly, including removal of any serial numbers or identification markings.

d. Contact Washington Navy Yard, Building 216, Code 414, telephone number 433-3121 and arrange transportation. Prepare memo to NISC-OOR indicating shipping requirements (cost, type of truck and days desired). NISC-OOR will complete Form 140 and forward to Washington Navy Yard.

e. Advise PDO of scheduled delivery date.

f. Provide NISC-OOR a copy of delivery receipt to indicate completed action Figure 5-5 pertains.

g. Maintain an up-to-date inventory of material retained at OFM beyond the normal exploitation period. Figure 5-6 pertains.

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CERTIFICATE # \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL RECOVERED

(POUNDS)

(OUNCES)

PRINTED NAME OF TECHNICIAN:

\_\_\_\_\_ (TECHNICIAN)

SEALED & DELIVERED TO NISC-64:

(SIGNED) \_\_\_\_\_

PRINTED NAME OF WITNESSING OFFICER:

(SIGNED) \_\_\_\_\_

I HAVE RECEIVED THE ABOVE QUANTITY OF SILVER  
FLAKE FOR SAFEKEEPING/SHIPMENT:

\_\_\_\_\_ (NISC-64)

DATE: \_\_\_\_\_

COPY TO:

NISC-60 DATE: \_\_\_\_\_

INITIAL: \_\_\_\_\_

Figure 5-2

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(TO BE PRINTED ON COMMAND LETTERHEAD)

4160  
Ser 60/xxxx  
(date)

From: Commanding Officer, Naval Intelligence Support Center  
To: Commanding Officer, Naval Weapons Station - Earle (ATTN: Defense Precious Metals Recovery Office (DPDM-R))

Subj: SHIPMENT OF RECOVERED SILVER FLAKE

Ref: (a) DoD INST 4160.21M

1. Per reference (a), shipping instructions and fund cite are requested for 6,200 grams silver flake.

A. P. SAMPLE  
By direction

Figure 5-3

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(TO BE PRINTED ON COMMAND LETTERHEAD)

4160  
Ser 60/XXXX  
(date)

From: Commanding Officer, Naval Intelligence Support Center  
To: Headquarters, Defense Property Disposal Service, DPDS-RP, Federal  
Center, Battle Creek, MI 49016

Subj: SHIPMENT OF EXHAUSTED SILVER RECOVERY CARTRIDGES

Ref: (a) DoD INST 4160.21M

1. Per reference (a), shipping instructions and fund cite are requested for seventeen Kodak Model 1P Silver Recovery Cartridges.

2. Serial numbers of the cartridges are as follows:

28973	30057	245594	245799
26409	245679	245593	352895
245607	245668	454682	343399
18427	202994	245657	335736
			335778

A. P. SAMPLE  
By direction

Figure 5-4

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TRANSFER/RECEIPT FORM FOR PRECIOUS METAL RECOVERY PROGRAM

NFMP CONTROL NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

From: NFMP Project Manager, Naval Intelligence Support Center  
To: Property Disposal Office \_\_\_\_\_

Ref: (a) NISCINST 3120.1

1. In accordance with reference (a), a total of \_\_\_\_\_ of  
precious metal is delivered. \_\_\_\_\_ pounds/ounces

Witnessing Officer Signature

NFMP Project Manager Signature

Printed Name

Printed Name

Date \_\_\_\_\_

From: Property Disposal Office  
To: NFMP Project Manager, Naval Intelligence Support Center1. I acknowledge receipt for the above quantity of precious metal from NFMP  
this date.

Signature Property Disposal Office

Printed Name

Copy to:  
NISC-60  
NISC-OOR  
NISC-000

Figure 5-5

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**NFMP PRECIOUS METAL IN-HOUSE COLLECTION LOG**

Figure 5-6

## CHAPTER 6

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## CHAPTER 6

## REGULATIONS AND ADMINISTRATION

## 600. MANNING

The Manpower Authorization for NISC is promulgated by the Chief of Naval Operations and expresses in detail the quantity and skills of military and civilian personnel to be assigned to NISC. The Manpower Authorization is maintained by NISC-OSP for civilian personnel and NISC-OSP2 for military personnel. All requested changes to the Manpower Authorization shall be submitted to NISC-OSP (civilian personnel) and NISC-OSP2 (military personnel) for appropriate review and submission per OPNAVINST 1000.16 to Chief of Naval Operations (CNO) via Commander, Naval Intelligence Command (COMNAVINTCOM). COMNAVINTCOM, as the Manpower Claimant, performs final review of all change requests and forwards those requests recommended for approval to CNO with appropriate recommendations including comments concerning the applicability and availability of compensation.

## 601. UNIFORM POLICY AND DRESS CODE

a. Military Personnel.

(1) U.S. Navy Regulations (NAVPERS 1566E) is the basic directive governing the wearing of uniforms and civilian attire by naval personnel. The Commandant, Naval District Washington, D.C. is assigned responsibility for establishing and controlling uniform policies within the District and for prescribing uniforms for season, day, or special occasions which will provide the greatest uniformity of appearance as promulgated by NDWINST 1020.5 series. The Commanding Officer, Naval Intelligence Support Center prescribes the Uniform of the Day.

(2) The Service Dress Blue uniform is a basic uniform for naval officers and enlisted persons and may be prescribed year round. The Summer White uniform may be prescribed as appropriate during warm weather. The Service Dress Blue blouse may be removed while in the office and while coordinating with other offices. However, the blouse must be worn when patronizing the NIC-II Building cafeteria, barbershop, and credit union. The wearing of the vest does not eliminate the need for wearing the Service Dress Blue blouse. The white, long sleeve, soft shoulder board shirt may be worn without the Service Dress Blue blouse throughout the building. The shirt and soft shoulder boards are to be worn without ribbons or breast insignia and are not authorized for wear outdoors without the blouse.

(3) The Dungaree uniform is authorized for wear when the nature of the work to be performed would unduly soil the uniform of the day. Personnel engaged in work requiring the Dungaree uniform will normally be allowed to patronize the cafeteria, barbershop, credit union, and visit other offices or spaces in the NIC-II building as required during the working day, provided the uniform involved is not unduly soiled with grease, ink, or otherwise has become objectionable. The Dungaree uniform is not to be worn to or from work, or away from NISC except while engaged in a working party or detail on a military reservation and while in transit to or from such a working party or

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(2) NISC division, branch, and section heads will maintain cognizance of employees using the program in order to meet command production requirements.

(3) Employees may work no more than five consecutive hours before being required to take a lunch break. Lunch breaks will be taken during the middle Flexitime Time period (1130 through 1300) and must consist of no less than the authorized 30 minutes nor more than 1 1/2 hours. The normal working week is 8 hours every day, 5 days a week, Monday through Friday.

(4) Employees will be held responsible for attendance at scheduled meetings. Starting time each day for personnel on flexitime is at the discretion of the employee. However, employees should plan work hours in advance whenever possible, in accordance with the office work load and computer operations. Where necessary, the supervisor is authorized to assign minimum coverage personnel from 0600 to 0930 or 1430 to 1800 if adequate coverage is not obtained through normal flexitime operations. The hours of clerical positions should usually coincide as closely as possible with those of their supervisors.

(5) All employees who take advantage of flexitime, i.e., arrive other than 0730 and depart other than 1600, will sign in each morning and out each night in the Daily Time Logs which will be provided at convenient locations. These logs will be used by authorized timekeepers to maintain the Bi-Weekly Pay Checks.

(6) Employees are responsible for the Weekly Time Recording Sheet used for production management control. These sheets will be submitted to supervisors by 0930 Monday, or in the case of holidays, Tuesday.

#### FLEXITIME PERIODS

0600

0700

0800

3 1/2 hours

FLEXIBLE TIME

0900

0930

1000

1 1/2 hours

CORE TIME

1100

1200

2 hours

FLEXIBLE TIME

1300

1400

1 1/2 hours

CORE TIME

1430

1500

1600

3 1/2 hours

FLEXIBLE TIME

1700

1800

CORE TIME - The hours during which all employees must be present or be charged with leave.

FLEXITIME TIME - The hours during which employees may plan their time of arrival to and departure from the office.

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## 604. OVERTIME AND COMPENSATORY TIME

a. Basic Policies

(1) Increased overtime costs and the lack of compensatory time use in lieu of overtime is a continuing problem. No person except the Commanding Officer or the Executive Officer will direct or approve overtime work which will result in overtime pay and compensatory time. Requests for authorization for overtime shall be limited to the following cases:

- (a) Urgent fleet readiness
- (b) Emergencies
- (c) Safeguarding life and property
- (d) Instances where savings can be clearly demonstrated.

(2) In application of overtime standards, employees of NISC regardless of assignment, shall be treated equally and fairly.

(3) Authorization of overtime work shall be in writing in advance of the performance of the work, except when the situation prevents prior approval, in which instance written approval will be accomplished not later than the first working day after the overtime work.

(4) Overtime work means work in excess of 8 hours in a day or in excess of 40 hours in an administrative work week that is officially ordered or approved and is performed by an employee.

(5) Overtime pay is paid at the hourly rate of one and one-half times the employee's hourly rate of basic pay. Employees whose rate of basic pay exceeds the minimum rate of GS-10 will receive overtime at the hourly rate of one and one-half times the hourly rate of basic pay at the minimum rate for GS-10. Under no condition will the aggregate rate of pay for any pay period exceed the maximum rate authorized for a GS-15.

(6) Compensatory time is time off from an employee's scheduled tour of duty instead of payment of overtime pay. It is accrued at a rate equal to the amount of time spent in overtime work.

(7) SES employees are excluded from payment of overtime or crediting of compensatory time.

(8) Employees whose basic rate of pay is more than the maximum rate of pay of GS-10 should be credited with compensatory time in lieu of overtime pay. Exceptions will require approval by the Commanding Officer and must be in the best interest of the Command.

(9) Wage grade employees will be paid overtime. All other personnel whose basic rate of pay is less than the maximum rate of pay of GS-10 have the option of choosing overtime pay or compensatory time.

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(2) Compensation for extensive or unusual working hours.

(3) Compensation for duty at any activity for which normal liberty is inadequate due to the isolated location.

(4) A traffic safety consideration for long weekends or avoidance of peak traffic periods.

k. A 96-hour liberty shall include two consecutive non-working days and shall not under any circumstances extend beyond 96 hours.

608. LEAVE (CIVILIANS)

a. The authority to approve requests for routine leave is vested in line management and may be delegated only to persons in the normal line supervision. The granting of leave is a matter of administrative discretion to be determined by the employee's supervisor. In determining whether or not requests for leave shall be approved, supervisors should consider workload, the employee's work history and leave record and the amount of leave necessary to be taken to avoid forfeiture. Further, an employee may be required to take annual leave under conditions set forth in CMMI 630.

b. The procedures as outlined below shall apply to all types of leave (i.e., annual leave, sick leave, voting leave, etc.).

(1) The employee shall request leave by submitting an Application for Leave, SF-71, to his immediate supervisor for approval. Following approval, the timekeeper shall record the leave on the Time and Attendance Card.

(2) Supervisors who approve emergency leave on the basis of requests by telephone, telegraph or mail, prior to the employee's return, will be responsible for reporting such leave to the timekeeper for recording. In those instances where the supervisor withholds approval disapproval of emergency leave until the employee returns to duty, the supervisor will keep the timekeeper informed of the employee's status.

(3) In cases of minor emergencies, employees must notify their immediate supervisors one hour after the beginning of the workday as to leave status. In cases of a major emergency, such as serious accident or death of a family member, due consideration will be given by supervisors in enforcing these reporting requirements. Mere unforeseen circumstances, such as minor accidents, ordinary illness of the employee or members of his family, etc., do not, in any case justify failure to notify their immediate supervisor. Whatever the circumstances there is no remission of the requirement that the supervisor must be notified. The fact that an employee notifies someone other than the supervisor, i.e., timekeeper, duty officer, etc., that emergency (or sick) leave is required, does not in itself, constitute approval of such leave. Employees will keep their supervisors apprised of the estimated duration of their leave requirement. Failure to give such notice may result in disapproval and a charge to unauthorized absence. If the circumstances warrant, annual leave or leave without pay may be granted.

(4) No medical certificate is required for sick leave of three days or less. However, in individual cases, if there is reason to believe an employee might be abusing sick leave privileges, a medical certificate may be required to support an application for sick leave involving three working days or less. Periods in excess of three working days will normally be supported by a medical certificate to be filled within 15 days after return to duty. Under unusual circumstances, in lieu of a medical certificate, a personal certificate may be approved by the employee's supervisor. If an employee fails to file a medical or a personal certificate within the prescribed time limit, the period of absence may be approved as annual leave, if accrued, or as leave without pay. The supervisor may also, at his discretion, withdraw prior approval of leave if the requested documentation is not provided by the employee, or such documentation is not considered satisfactory, and retroactively charge the period of absence to absence without leave.

c. Department heads are responsible for the uniform application of policy and procedures concerning leave for civilian employees, and for assuring that the administration of leave within their departments complies with this instruction and CMMI 630.

d. Supervisors are responsible for granting leave to civilian employees in accordance with policies and procedures outlined in this article and CMMI 630.

e. Employees will advise their immediate supervisors far enough in advance of their annual leave plans in order that supervisors may plan leave schedules. Employees are encouraged to plan their leave in increments throughout the year so that approval of leave requests will not be limited by quotas.

Reference: CMMI 630  
FPM ltr 630.22 of 11 Jan 74

#### 609. LOCAL TRAVEL

a. These instructions apply to both military and civilian employees assigned to the Naval Intelligence Support Center who perform reimbursable travel in the Washington, D.C. area. Local travel is defined as:

- (1) Military - the round trip distance is less than 100 miles.
- (2) Civilian - the total time of the trip is less than 10 hours.

b. Department heads will coordinate and authorize local travel and preparation of reimbursement claims for personnel assigned to their respective departments. Each department head will signify his approval by initialing alongside claimant's signature. Each department head has the responsibility to hold expenses down and investigate the nonavailability of official transportation.

c. The department head will certify that the local claim for reimbursement is correct and proper for payment and approved as advantageous to the Government. In order to verify a local travel claim is advantageous to

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k. The department/staff head will sign block 8 indicating approval as advantageous to the Government and enter the date and amount for which approved. The amount will be as shown in the "Grand Total" block of the form, unless he disallows certain expenses or there is an error in computation, in which case he will correct the error and indicate his reason for disallowing specific expenses.

l. The SF-1164 is forwarded by the department to NISC-OSP2 for certification and proper accounting classification data. The claim will then be forwarded to the Navy Regional Finance Center (Crystal City) for payment.

~ Standard Table of Local Distances from NISC:

<u>Place</u>	<u>One-Way Distance (miles)</u>
Andrews AFB.....	3
Annapolis, Maryland.....	40
Arlington Hall Station.....	15
Bethesda, Maryland.....	25
Central Intelligence Agency (CIA).....	22
Chesapeake Beach.....	34
Civil Service Commission.....	6
Crystal Plaza.....	13
DIAC.....	5
Fort Meade, Maryland.....	24
Germantown, Maryland.....	48
Hoffman Building.....	13
McLean, Virginia.....	38
Naval Station.....	5
Navy Yard.....	5
Naval Photographic Center (NPC).....	5
Navy Research Lab (NRL).....	10
Pentagon.....	12
Rockville, Maryland.....	35
Rosslyn Circle, Virginia.....	13
Springfield, Virginia.....	24
Washington National Airport.....	14

References: Joint Travel Regulations  
 Navy Travel Instructions  
 NAVINTCOMINST 7240.1 series

#### 610. GOVERNMENT VEHICLE TRANSPORTATION

a. The following procedures will be followed regarding transportation services within this command:

(1) Use of Government Vehicles

(a) The Transportation Office provides limited passenger service to all NISC personnel throughout the Greater Washington Metropolitan Area. Also, NISC has a limited number of U-Drive vehicles which are available for

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use provided the operator has a current state and government drivers license. Applications for a government drivers license may be obtained from the NISC Transportation Office.

(2) Requests for Transportation

(a) Requests for transportation will be submitted to the NISC Mobile Vehicle Dispatcher on Form 2856. Requests will be signed by the department or division head and will include the requestor's telephone number. If government transportation is not available the dispatcher will provide the requests with a line number for non-availability of government transportation for use when filing local transportation settlement claims.

(b) Requests for transportation for chauffeur driven and/or U-Drive vehicles will be submitted 24 hours in advance to facilitate planning. Requests for special means of transportation such as trucks or buses, must be submitted two weeks in advance. Short-notice requests for transportation will be accepted only if drivers/vehicles are available.

(c) The transportation foreman and/or dispatcher will coordinate all requests for transportation.

(d) Requestor will notify the dispatcher of cancellation or changes to the request. Transportation will not be reserved for more than 15 minutes beyond requested time.

(e) Unless a definite pick-up time can be given, pick-up will be upon telephone notification.

b. The following regulations and procedures will be used in the operation of government controlled and leased vehicles.

(1) Utilization of Vehicles

(a) The use of all Navy-owned and controlled motor vehicles shall be restricted to official purposes only. The term "official purposes" means travel must be performed by a person in official capacity. This precludes the use of government vehicles for personal use. The purpose of the trip must be related to the performance of official duties or in connections with activities conducted under official authorization.

(b) The use of official vehicles for private purposes of any type is specifically prohibited by law.

(c) The utilization of a government vehicle is with the understanding that the operator is personally responsible for the payment of fines or fees resulting from any traffic violations occurring while operating the vehicle.

(d) All material to be transported will be clearly marked with the address of the recipient, to include directions if needed, any special handling instructions, and the name, phone number, room number and building number of the recipient.

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(e) Official vehicles will not be utilized for trips to or from local transportation terminals for personnel on travel orders except in an emergency or when official visitors have been invited to participate in DoD activities at their own expense. Official vehicles will not be used for trips to hotels, clubs, restaurants, other places of public entertainment or residences unless such trips can be unquestionably justified as necessary for official business.

(f) Command vehicle operators are not allowed to wait more than 15 minutes to pick-up passengers, nor more than 15 minutes at their destination unless "remain with" authorization has been issued by the dispatcher.

### III. Vehicle Operation

(a) No person shall operate an official government vehicle without having in his possession a valid state drivers license and a valid government drivers license.

(b) No person shall operate a government vehicle while intoxicated or under the influence of controlled substances.

(c) The number displayed on the side of the vehicle serves as the vehicle registration number.

(d) All vehicle operators will be familiar with and observe all traffic regulations in the Maryland, Virginia and Washington Metropolitan area, always driving in a safe, cautious manner.

(e) Physical or mechanical discrepancies affecting the safe operation of the vehicle will be noted and appended to the clipboard of the vehicle.

(f) No food or drink will be opened or consumed in the vehicle and all trash will be removed from the vehicle at the completion of utilization.

(3) Accident Reports: The operator of a government owned or private vehicle being operated by a government employee on official business involved in a motor vehicle accident will ensure that the following instructions are strictly adhered to:

(a) Stop immediately; determine whether any personal injuries occurred, and, if so, help the injured secure prompt medical care; request ambulance services if needed.

(b) Call local police; notify GSA or reservation police if accident occurred on government property.

(c) Do not move any vehicle involved; however, to prevent additional accidents, place flares, flags or station someone well in back of the accident to warn oncoming vehicles; at this time, clear the roadway of any debris, especially glass and sharp metal, if possible.

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(d) Do not make or give any statements or express an opinion regarding the accident.

(e) Notify your supervisor or the dispatcher by the most rapid means available, preferably by telephone, so that an investigation can be made while all the witnesses and other evidence are readily available. Use the emergency phone numbers maintained on a list in the glove compartment of each vehicle.

(f) Furnish to any person directly involved in the accident a completed Accident Identification Card. Blank forms are maintained in each vehicle.

(g) Obtain the names, business and home addresses and phone numbers of all vehicle operators involved in the accident. Further, record their drivers license numbers, car registration numbers, and names and addresses of insurance companies.

(h) Obtain the names, business and local addresses and phone numbers of all witnesses. Record names, rank, and badge numbers of all traffic or police officials at the scene. Ensure correct spelling is used in all information.

(i) Fill out SF-91 (Operator's Report of Motor Vehicle Accident) at the scene. Copies of this form are kept in the glove compartment of all government motor vehicles.

(j) Ensure all material being transported at the time of the accident is safeguarded at all times by appropriately cleared personnel.

(k) Neither admit any responsibility nor sign any statements.

References: OPNAVINST 11240.8F  
OPNAVINST 11240.15  
OPNAVINST 11240.16A  
DODINST 4500.36R  
NAVFAC P-300

#### 611. TEMPORARY ADDITIONAL DUTY (TEMADD)

a. Temporary additional duty orders are orders which assign a person to temporary duty in addition to his present duties and which direct him upon completion of this temporary additional duty, to resume his regular duty or temporary duty. When travel is involved, one journey away from the

individual's duty station to one or more places and a return journey to the duty station are directed in the orders. Except when specifically directed by the Chief of Naval Personnel, TEMADD orders automatically expire when the individual returns to his duty station, unless such return is incident to necessary change of plane or train enroute to the next TEMADD station and no unnecessary delay is taken in making such a change, or unless the individual returns for personal reasons. Authority to authorize "revisit permanent duty stations" is not delegated. Personnel on TEMADD remain attached to the station from which they initially proceeded on temporary additional duty.

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b. Travel status is necessary to effect entitlement to per diem. Travel status is not considered affected when TEMADD is within the metropolitan area limits of the duty station by virtue of the TEMADD. Travel within the limits of the duty station is not considered within the purview of this article; however, if otherwise authorized, such travel should be reimbursed in accordance with Chapter 4, Part K of the Joint Travel Regulations and article 640 of this manual.

c. Issuing and funding of TEMADD orders shall be under the control of the Head, Office of Support Programs (NISC-OSP).

d. Current TEMADD Form will be utilized in requesting TEMADD travel. Such requests for travel must be signed by the division/branch head of the person(s) concerned, as well as the department head or someone designated to sign for him. All TEMADD requests must be submitted to NISC-OSP 10 working days prior to the anticipated date of departure. To ensure proper handling, they should be hand carried to the Travel Clerk for administrative approval.

e. Emergency requests should be designated as such and are handled in the same manner as outlined above. Unfunded emergency trips must be accompanied by written justification citing directing authority.

f. TEMADD Travel Requests requiring COMNAVINTCOM approval are to be handled similarly to the procedures outlined above except the unprogrammed requests must be submitted 15 working days prior to the date of departure with a written justification attached.

g. When the travel order, advance authorization form, transportation requests (TR's), tickets and/or proper documentation have been prepared by the travel clerk, he will advise the requestor that the "travel package" is ready to be picked up.

h. The traveler is responsible for arranging airline, rental car, lodging reservations. Airline reservations should be obtained from the travel office at the Navy Yard for travel in CONUS and PSD Anacostia for travel outside CONUS. If traveling to a military installation BOQ or BEQ reservations are required. Telephone numbers are available in the travel office. If BOQ/BEQ is not available then a five digit non-availability number should be obtained and annotated on the travel request.

i. The Comptroller of the Navy directs that "Commanding Officers of civilian and military travelers will request collection of travel advanced by deduction from the traveler's pay when they fail to file a claim within 5 calendar days following their return...." In addition, if a traveler's advance is determined to be larger than the entitlements earned, he is required to remit the excess advance within 20 days.

j. Requests for Travel Clearances:

(1) Visits to a specific command, or an individual on official travel in an area, though a specific command is not being visited, require prior clearances. The classification of the visit will dictate the classification

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of the area clearance request. NOTE: Area clearance messages will not be used to schedule visits. The visit should have been arranged by separate correspondence.

(2) Personnel on official travel to areas requiring clearance under the guidelines set forth in OPNAVINST 4650.11 series are responsible for requesting their clearance. Additionally, all area clearance messages will be released by NISC-01 after a chop from NISC-OSP2.

k. Obtaining Passports:

(1) Official no-fee (red) passports may be obtained for travelers under official orders to an overseas location. Applications may be obtained from NISC-OSP2.

(2) Regular fee (blue) tourist passports:

(a) Personnel traveling under official orders to or from high threat area or high risk airports by commercial air are authorized to obtain and use the regular fee (blue) tourist passports for security reasons. Appropriate visas must be obtained. Reimbursement for costs of passports and visas obtained under these conditions is authorized. Contact NISC-OSP2 for updated information on designated areas.

(b) Some countries have strict rules as to the type of passport or visa required for entry. Restrictions on the use of regular fee (blue) tourist passports must be determined prior to commencement of travel.

(c) Reimbursement for regular fee (blue) tourist passports for personal travel is not authorized.

(d) When traveling to a high threat area or high risk airport contact NISC-CSO for a security briefing.

#### 611.1 VISITS TO NISC NAVAL RESERVE UNITS

a. The Naval Reserve Intelligence Program (NRIP) is essential to NISC intelligence production. The core of the Reserve support is provided by the fifteen NISC Reserve Units throughout the United States which have an allowance of 341 billets (228 officers and 113 enlisted). These units are engaged in approximately 50 Mobilization Readiness Projects (MRP) in support of NISC. Supplementing the efforts of the NISC Reserve Units are an additional 20 non-NISC Reserve Units which provide support on twenty Reserve Intelligence Support Projects (RISP).

b. Coordination between NISC and our units is achieved principally through ACDUTRA here by unit members and by visits of NISC personnel to the units. Budgetary considerations will normally preclude visits solely for the purpose of liaison and coordination.

c. Despite budgetary constraints, it is desirable that each of the fifteen NISC Reserve Units be visited at least once (but generally not more than twice annually) by senior NISC personnel (LCDR and above or GS-13 and above) in conjunction with required travel they are performing on regular NISC

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business. In executing their primary travel duty, required additional travel and per diem expenses may be authorized to permit diversions in travel up to several hundred miles and extensions up to several days so that NISC personnel can visit NISC Reserve Units during their drill weekend.

d. To coordinate visits to NISC Reserve Units by NISC personnel, all travel requests for officers in the grade of LCDR and above and civilian employees GS-13 and above will be submitted via the NISC Reserve Program Coordinator (NISC-0004). The Reserve Program Coordinator will chop the requests to determine the availability of a unit during the period of travel and note the estimated additional cost for the conduct of a visit to the unit.

#### 612. PLAN OF THE DAY

A plan of the day will be published daily by the Executive Officer or his authorized representative and will constitute a medium for the promulgation of such orders and directives as the Executive Officer may issue.

a. The plan of the day will be posted on all department, division and branch bulletin boards.

b. All persons will read the plan of the day each day, and are responsible for obeying applicable orders contained therein.

c. All persons are encouraged to submit proposed entries for the plan of the day to NISC-OSP2 no later than 0800 on the day preceding desired publication.

#### 613. BULLETIN BOARDS

Official military and civilian bulletin boards are located in the lobby on the 1st and 2nd floor of NISC building (NIC-II). NISC-OSP and OSP2 shall be responsible for the complete and timely posting of all appropriate materials on these bulletin boards. No other person shall authorize or post materials on these official bulletin boards. It is the responsibility of each person to review the bulletin board and keep himself abreast of the latest official information. Departments and divisions are encouraged to maintain orderly individual bulletin boards to assist in keeping their personnel informed.

#### 614. SMOKING IN NISC

a. The GSA has set forth guidelines to be followed by agency heads in providing a working environment reasonably free of air pollutants. These guidelines are not directive in nature but recognize the rights of smokers and non-smokers alike. Additionally, quality control standards in certain work areas dictate a no-smoking policy.

b. Courtesy and common sense should enter into the efforts to make the work environment at NISC as comfortable as possible. On the one hand, smokers should recognize the right of individuals working or visiting at NISC to an environment which is reasonably free of contaminants. On the other hand, non-smokers should also recognize the right of individuals to smoke at NISC, providing this does not endanger life or property, cause discomfort or unreasonable annoyance to non-smokers, or otherwise infringe upon their rights.

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- g. Provide assistance to DIA on world-wide naval order of battle and ship functional typing.
- h. Provide analysis of foreign R&D facilities, organizations and technical programs including projection of future capabilities.
- i. Produce detailed drawings on all worldwide surface platforms to support DIA tasking for Ships Characteristics Handbooks, Weapon System studies, and other collateral responsibilities throughout the command.
- j. Provide data and representatives to foreign intelligence symposia.
- k. Provide briefings, studies and point papers to the DOD and naval establishment.
- l. Provide data to members of Congress and the Congressional staff and other higher authorities.
- m. Provide technical design attributes of foreign warships to the U.S. Naval Material laboratories, military contractors and U.S. weapons development community.

#### 207.3 AIR SYSTEMS DIVISION (NISC-35)

The Air Systems Division, in the general area of aeronautical weapons system platforms, is responsible for the preparation of collection requirements, development of collection methodology of a scientific and technical nature, analysis and evaluation of material collected, processing of raw material into finished intelligence; preparation for presentations and publications; providing scientific and technical support to DOD and naval commands and agencies, laboratories, and technical and scientific activities concerned with foreign aircraft developments and U.S. countermeasure requirements; advising these agencies and activities of intelligence information impinging on domestic research and development programs, exchanging information with technical activities of other services and agencies within and from without the intelligence community; and, providing representation for the Naval Intelligence command on appropriate inter-agency committees. In this regard, the Division will:

- a. Integrate Soviet naval airborne weapons systems studies covering both fixed and rotary wing aircraft.
- b. Integrate technical guidance relative to collection and material exploitation matters concerning Soviet air weapons systems.
- c. Integrate pertinent HUMINT, PHOTINT, and SIGINT in order to make Soviet naval aircraft technical assessments and to contribute to specific as well as overall threat assessments.
- d. Integrate assessments concerning naval associated aeronautical RDT&E including airfields, production facilities, operating bases and test ranges.

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e. Act as a focal point for all scientific and technical intelligence studies addressing Soviet naval fixed and rotary wing aircraft weapon systems, and aircraft associated hardware.

f. Act as a focal point for scientific and technical relationships with the U.S. aircraft community and the establishment of liaison and participation in committees and activities as directed by higher authority.

g. Act as a focal point for DNI and NISC representation on designated DOD, national and international committees addressing airborne weapons systems performance, characteristics and application.

h. Participate in Soviet naval airborne weapons systems projections.

i. Participate in current intelligence reporting such as Weekly Wires, NAVSTIR articles, NITAs, etc.

j. Participate in POM and other management activities directly impinging upon the division's capability or requiring assessments pertinent to the overall assessment of the integrated air weapon system.

k. Participate in National Tasking Plan affecting NISC.

l. Participate in National Intelligence Estimates and force projections.

m. Participate in supporting NAVAIRSYSCOM Foreign Air Technical Assessment Group (FATAG) with periodic briefings.

## 208. NAVAL WEAPONS TECHNOLOGY DEPARTMENT (NISC-40)

The Naval Weapons Technology Department is established to analyze and produce scientific and technical intelligence on foreign naval weapons and weapons technology trends. To accomplish this, the Department will:

a. Accomplish detailed scientific and technical intelligence research and analysis of foreign naval weapons and foreign weapons technology trends.

b. Maintain data base on foreign naval weapons and weapon technology trends including RDT&E and production facilities, launch interfaces, and personalities.

c. Provide technical direction for exploitation of foreign naval weapons.

d. Serve as focal point for all intelligence analysis and production related to the technical characteristics and performance parameters of current and projected foreign naval weapons.

e. Serve as focal point for development of threat assessments and threat projections with regard to foreign naval weapons and weapon technologies.

f. Provide intelligence support to naval laboratories, weapons developers, naval warfare planners, and the operating forces of the U.S. Navy.

- g. Provide the technical management for all external assistance addressing the scientific and technical analysis of foreign naval weapons.
  - h. Prepare reports, studies, handbooks, briefings, threat assessments, estimates, and forecasts, and other forms of intelligence production setting forth the results of completed scientific and technical analysis.
  - i. Provide collection requirements, priorities, guidance, and technical advice for collection activities with regard to foreign naval weapons and weapon technologies.
  - j. Provide the Navy member or alternate member to appropriate Weapon and Space Systems Intelligence Committee (WSSIC), subcommittees, and working groups and members to other inter-agency committees, subcommittees, and working groups as required.
  - k. Maintain liaison with other U.S. and appropriate friendly foreign scientific and technical intelligence organizations on topics related to naval weapons and weapon technologies.
  - l. Maintain continuous liaison with the R&D community (government, industry and academic) to keep abreast of scientific and technical advances in the field of naval weapons.
  - m. Accomplish personnel management and establish training programs in order to promote career development of employees.
  - n. Provide support in mission areas to NISC departments and staff elements as required.
- 208.1 PRODUCTION COORDINATION DIVISION (NISC 40P)
- The production Coordination Division is tasked, under the Head, Naval Weapons Technology Department, with:
- a. Functioning as departmental central point of contact for project control and is responsible for receipt, screening, divisional assignment, and monitoring status of projects.
  - b. Coordination of annual departmental scientific and technical intelligence publication production. Included in this function is receipt and dissemination of annual production tasks; establishment of production schedules and milestones thereto; monitoring of production progress throughout the production process.
  - c. Accomplishing departmental liaison between the various divisions and other NISC departments when coordinated efforts are required in production or tasking.
  - d. Processing all incoming tasking correspondence for control and routing to cognizant departmental personnel.
  - e. Establishing manhour estimates for each production task and record manhour expenditures on each production item.

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f. Developing options and preparing correspondence with regard to problems anticipated or encountered in timely completion of taskings.

208.2 SENIOR STAFF ENGINEER (NISC-40T)

- a. Planning, coordinating and guiding the use of multidiscipline engineering techniques and resources within the Naval Weapons Technology Department.
- b. Recommending engineering personnel and equipment needs for use in satisfying departmental responsibilities concerning all foreign naval weapons.
- c. Serving as the technical authority on all matters relating engineering to all source intelligence collection, analysis, and production.
- d. Serving as a technical advisor to senior level department engineers who cover a broad range of disciplines including electrical, mechanical, chemical, aerospace, and aeronautical engineering.
- e. Acting as the department point of contact on issues dealing with foreign technology transfers.
- f. Directing and planning for present and future engineering capabilities of the department.
- g. Ensuring all technical products prepared by or contracted for the department are of the highest professional scientific and technical standards.
- h. Providing motivation and example and ensuring the highest level of proficiency and professional advancement for department engineers.
- i. Reviewing extensive external contracts in the development of technical weapons data to prevent unnecessary duplication and to assess the quality of technical expertise.
- j. Manage departmental personnel training programs. Serve as NISC-40 representative to all command-level training program committees and advisory panels.
- k. Manage departmental budgetary functions including preparation of POM inputs and development of 5-year plan. Develop and manage departmental travel budget. Administer departmental overtime/compensatory time usable by initiating all requests, maintaining overtime records, and monitor current status of overtime authorizations.

208.3 BALLISTIC MISSILE SYSTEMS DIVISION (NISC-41)

The Ballistic Missile Systems Division is tasked with producing and disseminating scientific and technical intelligence, evaluating technological trends, and estimating current and future capabilities and limitations of foreign naval ballistic missile systems. To accomplish this, the Division will:

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- a. Perform detailed research and scientific and technical analysis of foreign naval ballistic missile systems to ascertain performance parameters and underlying technologies.
- b. Perform engineering analysis of sensor data including radar, infrared (IR), multipath, telemetry, photography, radar cross section and IR time intensity profiles, to derive complete missile subsystem descriptions.
- c. Prepare reports, studies, handbooks, briefings, threat assessments and other products representing the results of completed analytical work.
- d. Estimate key ballistic missile weapon system capabilities including missile physical characteristics, throw weight, payload configuration, maximum range, accuracy, reliability and initial operating capability.
- e. Perform engineering analysis of the SLBM subsystems, such as launch vehicles, propulsion systems, guidance and control, and payloads to determine current technologies and capabilities of each.
- f. Evaluate trends in foreign ballistic missile technology through analysis of relevant missile and space research and developments.
- g. Make projections of future foreign ballistic missile weapon system developments based on indicators available from knowledge of current developments, test facilities, missile production plants, propulsion test facilities, logistics facilities, subsystem pop-up test facilities, and candidate at-sea launch platforms.
- h. Monitor all-source, current intelligence for related test events and maintain event files and statistical records of events affecting assessments of foreign ballistic missile systems.
- i. Monitor the status, growth and development of foreign naval ballistic missile test ranges.
- j. Review, evaluate and maintain a data base on all technical intelligence products related to foreign ballistic missile systems produced with NISC or other intelligence organizations.
- k. Maintain data base on technology developments related to U.S. and foreign naval ballistic missile systems.
- l. Provide collection requirements, priorities and technical guidance.
- m. Provide intelligence support to naval warfare planners, weapon systems and designers, the operating forces, national defense planners, strategic arms negotiators, and other government agencies.
- n. Provide technical direction and engineering support to foreign missile exploitation programs.
- o. Provide the Navy member and/or alternate member to the Ballistic Missile Systems Subcommittee (BMSS) of the Weapon and Space Systems Intelligence Committee (WSSIC) and participate in other international or inter-agency committees, sub-committees, and working groups as directed.

p. Monitor external assistance contracts performing systems and sub-systems analysis of foreign naval ballistic missiles.

**208.4 AERODYNAMIC WEAPON SYSTEMS DIVISION (NISC-42)**

The Aerodynamic Weapon Systems Division is established to produce and disseminate scientific and technical intelligence, evaluate technological trends, and estimate current and future capabilities and limitations of foreign naval-related aerodynamic weapon systems. In this regard, the Division will:

- a. Perform detailed research and scientific and technical analysis of foreign naval-related aerodynamic weapon systems, determining performance parameters and underlying technology.
- b. Determine total weapon systems characteristics, capabilities, and limitations which impact on weapon effectiveness and system performance.
- c. Provide a central point of aerodynamic weapon system expertise for missile seekers, aerodynamics, propulsion, warheads, fuzing, and for all electronic subsystems within the command.
- d. Perform engineering analysis of sensor data to provide complete weapons systems and subsystems descriptions, including airframe, propulsion, warhead, guidance and control. The guidance and control includes seekers, command receivers, altimeters, autopilot, correlators, beacons, and signal processing.
- e. Assess all-source intelligence inputs from support departments for integration in aerodynamic missile system analysis.
- f. Monitor external assistance contracts let to perform analysis of foreign aerodynamic weapon systems.
- g. Prepare reports, studies, handbooks, briefings, threat assessments, and other special purpose products setting forth the results of completed analytical work.
- h. Provide collection requirements, priorities, and technical guidance.
- i. Provide intelligence support to naval warfare planners, weapon systems designers, countermeasures program developers, the operating forces, and other government agencies.
- j. Provide the Navy member or alternate member to the appropriate subcommittees and working groups of the Weapon and Space Systems Intelligence Committee (WSSIC) and members to other international or inter-agency committees, subcommittees, and working groups, as required.
- k. Maintain liaison with other U.S. and appropriate friendly foreign scientific and technical intelligence organizations to ensure exchange of intelligence data on international weapons developments, exchanges and trade agreements.

1. Provide technical direction for exploitation of aerodynamic weapon related foreign material.
  - m. Maintain liaison with the R&D community (government, industry and academic) to keep informed of new technical advances.
  - n. Maintain a data base on all technological developments related to aerodynamic weapon systems and weapon flight tests.
  - o. Monitor all-source current intelligence for related events and maintain event files and statistical records of events impacting on the assessment of foreign aerodynamic weapon system capabilities and deployments.
  - p. Coordinate and consolidate technical intelligence products from other NISC departments and government intelligence agencies related to aerodynamic weapon systems developments.
  - q. Project improved and future systems in terms of indicators available from development, production and test facilities, plants, logistics facilities and candidate at-sea or naval-related launch platforms.
  - r. Monitor the status, growth and development of foreign naval weapons test ranges.
  - s. Develop techniques to aid in forecasting new weapons development, launch event prediction, and trends in technologies and capabilities of foreign naval-related weapon systems.
  - t. Provide projection of future aerodynamic missiles, their subsystems and the technology employed.
- 208.5. CONVENTIONAL WEAPON SYSTEMS DIVISION (NISC-43)
  - a. Perform detailed research and scientific and technical analysis of conventional weapon systems and CBR warfare techniques.
  - b. Collect and maintain data base relating to RDT&E of Directed Energy Weapons (DEW) and related technologies; perform detailed research and scientific/technical analysis of foreign DEW systems.
  - c. Prepare reports, studies, handbooks, briefings, threat assessments and other products setting forth the results of completed analytical work.
  - d. Provide technical direction for exploitation of foreign material.
  - e. Provide the department's contract monitor for external assistance efforts.

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f. Provide intelligence support to naval warfare planners, weapon system designers, the operating forces and other government agencies.

g. Maintain liaison with other United States and appropriate friendly foreign scientific and technical intelligence organizations to facilitate knowledge of intelligence holdings of other agencies on internal sales, exchanges and trade agreements.

h. Provide representatives to international or inter-agency committees, subcommittees and working groups as required.

i. Maintain liaison with the R&D community (government, industry and academic) to keep abreast of new technological advances.

j. Provide collection requirements, priorities and technical guidance.

k. Monitor all-source current intelligence for foreign ordnance related test events and maintains event files and statistical records.

l. Project improved and future systems in terms of indicators available from production development and test facilities, plants, logistics facilities and candidate at-sea launch platforms.

m. Monitor the status, growth and development of foreign naval weapon test ranges and centers.

n. Develop techniques to aid in forecasting new weapons development and trends analyses.

o. Monitor data base.

#### 209. ELECTROMAGNETIC SYSTEMS DEPARTMENT (NISC-50)

The Electromagnetic Systems Department is tasked with implementation of the responsibility of NISC with respect to the production of scientific and technical intelligence on foreign electromagnetic systems. In this regard, the Department will:

a. Carry out the command responsibilities for the production of scientific and technical intelligence on foreign electromagnetic communications, command and control systems, ocean surveillance systems, electronic warfare systems, radar, data links, electro-optic systems and technical intelligence nuclear intelligence. In executing this function, the Electromagnetic Systems Department analyzes intelligence data as required (except imagery and coordinates with other NISC departments and external entities as necessary).

b. Carry out the command responsibility for analysis of missile and space system telemetry, missile associated ELINT (including seeker, guidance and control signals/systems), and ELINT not necessarily associated with missile systems, (i.e., radars, jammers, etc.). The Electromagnetic Systems Department is responsible for establishing and maintaining analysis equipment capabilities as required.

- c. Carry out the command responsibility for in-depth analysis of NUCINT data, and is responsible for establishing and maintaining processing and analysis equipment capabilities as required.
- d. Update and maintain an automated Electronic Characteristics Data Base.
- e. Determine intelligence gaps and prepare collection requirements and priorities for electromagnetic systems; monitor collection activities; and provide guidance and technical back-up for intelligence collection activities.
- f. Maintain close liaison with the U.S. Navy R&D community in order to provide intelligence information and to monitor technological advances in electromagnetic systems.
- g. Carry out personnel management and training programs in order to promote career development of employees.
- h. Provide support in mission area to NISC department and staff elements as required.
- i. Provide support to national level committees and working groups.
- j. Develop and maintain data base on selected GREY electronic systems.

#### 209.1 PRODUCTION/ADMINISTRATION STAFF (NISC-50A)

The Production/Administration Staff is tasked with implementing the responsibilities of the Electromagnetic Systems Department in the management of scientific and technical intelligence production and providing administrative support to the department. In this regard, the Staff will:

- a. Assume responsibility for tasking and project control.
- b. Coordinate the production of all publications under the department's cognizance.
- c. Assume responsibility for the administrative functions of the department.
- d. Coordinate requirements, determinations for, and appropriate placement of Naval Reservists within divisions of the department.
- e. Provide general administrative support to all elements of the department in such areas as mail, files, distribution and control of correspondence, supplies, and space utilization.

#### 209.2 ELECTRONICS DIVISION (NISC-51)

The Electronics Division is tasked with implementation of the responsibilities of the command for the production of technical intelligence on foreign military electromagnetic sensor systems and equipment in accordance with DIA directives and with satisfying national tasking and U.S. Navy requirements; to act as principal advisor to NISC and Naval Intelligence command in matters concerning foreign naval electronics and electro-optics;

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and to manage or administer specific programs as directed by higher authority. In this regard, the Division will:

- a. Serve as technical advisor to NISC and the U.S. Navy on all aspects of foreign electronic and electro-optic sensor systems and equipment of naval interest, and represent the command and/or the DNI on interagency working groups and committees.
- b. Act as the Naval Intelligence Command point of contact for electronic and electro-optic sensor and equipment related matters and for all current and projected scientific and technical intelligence estimates relating to foreign naval related electronics and the threat they may pose to present or future naval operations.
- c. Perform in-depth research, study and analysis of all-source intelligence data and materials concerning foreign electromagnetic systems (such as reconnaissance (radar), ESM, ECM, ECCM, IFF, data links, computers, battle management system, electro-optical, missile components and computers); prepare detailed studies, handbooks, reports, briefings, estimates and forecasts, and any other format required to disseminate analytical findings in accordance with DIA or departmental directives.
- d. Perform detailed analysis of foreign missile associated and other assigned ELINT data in accordance with the Sharing Analysis Effort (SAE) executed by NISC, DIA and the National Security Agency (NSA).
- e. Perform in-depth analysis on ELINT and telemetry data collected by naval collection resources and provide appropriate and timely feedback to these collectors.
- f. Perform in-depth analysis of foreign naval missile electronics under DIA tasking and in cooperation with the Telemetry and Beacon Analysis Committee (TEBAC).
- g. Maintain liaison with other U.S. and allied scientific and technical intelligence organizations as directed. Maintain liaison with the naval R&D community to keep abreast of new technological advances and to provide pertinent intelligence for their use as applicable.
- h. Maintain an automated electromagnetic characteristics data base.
- i. Determine intelligence gaps and collection requirements and priorities for electronic warfare and missile electronic systems; monitor collection activities; and provide guidance and technical back-up for intelligence collection activities.
- j. Develop and maintain data on selected GREY electronic systems.
- k. Continually develop and improve methods and techniques for forecasting electronic systems and technology utilization.
- l. Act as the central point of contact for the DNI for the requirements and responsibilities of analysis of ELINT and TELINT data; maintain liaison with appropriate agencies and with Navy laboratories, SYSCOMs and operational

commands; and represent the DNI, COMNAVINTCOM and/or NISC on inter-agency working groups and committees.

m. Process and analyze all data collected by NUCINT systems and expeditiously report the results of the analysis to area commanders and the national community; perform in-depth intelligence research and analysis to determine the significance of the data collected; and support the COMNAVINTCOM NUCINT manager.

n. Maintain signals analysis equipment and perform duties as technical monitor for the development and/or installation of new equipment.

o. Provide the command point of contact and develop and monitor all collection requirements on foreign naval related electromagnetic systems and signals.

p. Serve as the departmental point of contact and manage and/or administer special projects that have a bearing on the department's productivity (such as SIGIPS).

#### 209.3 COMMUNICATIONS/OCEAN SURVEILLANCE SYSTEMS (NISC-52)

The Communications/Ocean Surveillance Systems Division is tasked with implementing the responsibilities of the Naval Intelligence Support Center with respect to the production of technical intelligence on naval related foreign command, and control communications (C<sup>3</sup>), C<sup>3</sup> countermeasures (C<sup>3</sup>CM), ocean surveillance (SOSS) (including space systems), in accordance with DIA directives and to satisfy national tasking and U.S. Navy requirements; to act as principal advisor to NISC and Naval Intelligence Command in matters concerning naval related C<sup>3</sup>, C<sup>3</sup>CM and SOSS. In this regard, the Division will:

a. Serve as technical advisor to NISC and the U.S. Navy on all aspects of foreign C<sup>3</sup>, C<sup>3</sup>CM and SOSS (including space) systems of naval interest, and represent the command and/or the DNI on inter-agency working groups and committees.

b. Act as the Naval Intelligence Command point of contact for all current and projected scientific and technical intelligence estimates and projections related to foreign naval associated C<sup>3</sup>, C<sup>3</sup>CM and SOSS and the threat they may pose to present and future naval operations.

c. Perform in-depth technical intelligence research, study and analysis of all-source intelligence data and materials concerning foreign related SOSS, C<sup>3</sup> and C<sup>3</sup>CM systems and all associated activities; prepare detailed studies, handbooks, reports, briefings, estimates and forecasts, and any other format required to disseminate analytical findings in accordance with DIA or department directives.

d. Perform in-depth analysis of command and control links (telemetry) and space systems under DIA tasking and in cooperation with the Telemetry and Beacon Analysis Committee (TEBAC).

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e. Determine intelligence gaps and collection requirements and priorities for SOSS, C<sup>3</sup> and C<sup>3</sup>QM systems; monitor collection activities; provide guidance and technical support for regular and special collection activities; and evaluate and report on the results of collection.

f. Maintain liaison with U.S. and allied scientific and technical intelligence organizations as directed. Maintain liaison with the naval R&D community to keep abreast fo new technological advances and to provide pertinent intelligence for their use as applicable.

## 210. TECHNICAL SERVICES DEPARTMENT (NISC-60)

The Technical Services Department is responsible for providing a wide variety of vital S&T intelligence supporting services to all command departments, NAVINTCOM, CNO, ONI, DoD and other national-level taskers. The Technical Services Department carries out this mission through five major divisions--Micrographics, Translations, Information Services, Photographic and Publications--composed of professionals employed in a wide range of occupational specialties. To accomplish this, the Department is committed to:

a. Receive, review and coordinate all incoming reports, graphics and other intelligence materials for microprocessing, reproduction, and ultimate accurate and responsive satisfaction of all Naval Intelligence Processing Systems (NIPS) and Shipboard Microfilm Program (SMP) miniaturization program requirements for direct support to the Fleet worldwide.

b. Translate foreign language documents and periodicals for data base input and promote, throughout the U.S. Navy, an understanding of the capabilities and the state of overall preparedness of foreign navies.

c. Manage the Navy's input to the Central Information Reference and Control (CIRC) system and the production of materials for the Naval Intelligence Support Center.

d. Process intelligence materials in photographic, lithographic, microform and visual aids formats for dissemination as finished intelligence.

e. Edit, illustrate and compose intelligence materials in formats suitable for prespecified reproduction and distribution.

### 210.1 MICROGRAPHICS DIVISION (NISC-61)

The Micrographics Division is established to provide the department with comprehensive staff assistance in coordinating all functions assigned in order to effect accurate and responsive satisfaction of all Naval Intelligence Processing System (NIPS) and Shipboard Microfilm Program (SMP) Miniaturization Program requirements; providing the Department with a contact point to gather, maintain and coordinate all information necessary to assist in making policy and management decisions on data base matters. To accomplish this, the Division has the responsibility to:

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- a. Receive, review and coordinate all incoming reports, graphics and other intelligence materials for microprocessing, reproduction, and ultimate world-wide Fleet dissemination.
- b. Develop and implement programs for the efficient utilization of departmental resources to accomplish assigned production tasking for the NIPS data base. Conduct a continuing program and analysis of production methods and hardware to ensure departmental capabilities of the highest level.
- c. Maintain comprehensive statistical records of divisional production and administrative tasking and fiscal accounting, budgeting and consumption.
- d. Provide extensive consultation and advice for the Department on policy decisions involving production planning, budgeting matters and the management of divisional resources.
- e. Provide inter-departmental coordination as directed, including functioning as:
  - (1) NISC representative to the Naval Intelligence Processing System (NIPS) Ad Hoc Committee for Data Administration and Dissemination.
  - (2) NIPS Miniaturized Data Base production coordinator.
- f. Provide such inter-agency coordination as may be levied on the Department to include:
  - (1) Micrographics Working Group (NFIB)
  - (2) TTM Coordination (DIA/TTMP)
  - (3) NIPS Data Base Coordination (NIC/CNO)
  - (4) SMP Data Base Coordination (NIC/CNO)

## 210.2 TRANSLATION DIVISION (NISC-62)

The Translation Division is established to promote an understanding of the mission, functions, organization, capabilities, and readiness of foreign navies through the exploitation of foreign literature. To accomplish this, the Division has the responsibility to:

- a. Perform or arrange a full range of foreign language services on an ad hoc basis for NISC, NIC, DNI, OPNAV, CNO, SECNAV, DIA, JCS, NIS, NOIC, other Navy components, and ships and commands of the Fleet. These services include translations, summaries, and abstracts of books, monographs, reports, official correspondence, NATO and naval messages, "Welcome Aboard" brochures, and other texts; consultation on foreign language texts and terminology; interpreting; and interviewing and debriefing of foreign nationals.
- b. Operate a coordinated foreign naval literature exploitation program in response to intelligence tasking; serve as the Navy focal point for

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the substantive aspects of foreign document exploitation; conduct translation duplication checks with CIA.

c. Translate on a regular basis selected articles from Soviet periodicals such as Soviet Naval Digest and Soviet Shipbuilding, and produce monthly newsletters--NAVSCAN on Sino-Soviet naval developments, and WESTFLEETS on Western/Third World Naval matters--in response to DIA tasking.

d. Act as point-of-contact between the Naval Intelligence Command and other government agencies on foreign language matters; arrange quid-pro-quo services with other foreign language services (State Department, Army ITAC, FSTC, VOA, CIA, DIA, AF FTD, AFHQ, NSA) as necessary.

e. Compare the English and foreign-language versions of bilateral and multilateral Navy agreements to certify textual conformity.

f. Utilize Naval Reserve language capabilities through the NISC Reserve Translation Project and NISC Translation Unit 0166; provide ACDUTRA billets for reserve personnel and initiate tasks for them.

g. Establish criteria for the selection of translation external assistance sources, set standards for work performance, maintain a pool of tested sources, and control the quality of the work produced.

h. Provide substantive guidance to collectors of foreign literature in the field to make their efforts more responsive to continuing and changing NISC requirements.

i. Provide instruction in foreign languages and guidance in handling foreign language information.

j. Prepare dictionaries and glossaries of foreign naval terminology and English equivalents to promote consistency and standardization of terminology.

k. Provide advice on machine translation and machine-aided translation matters to agencies in and outside government and develop the Navy position on those subjects.

l. Provide general policy guidance to satellite translation services in Naval Ship Systems Command, Naval Oceanographic Office, Naval Research Laboratory, Naval Medical Research Institute, and others.

m. Coordinate with ONR Patent Counsel on matters pertaining to copyright law with specific reference to translations and issues pertaining to satellite translation services.

### 210.3 INFORMATION SERVICES DIVISION (NISC-63)

The Information Services Division is established to provide the Naval Intelligence Support Center and the Naval Intelligence Command with a complete range of technical library information services in support of S&T tasking. In order to accomplish this, the Division has the responsibility to:

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- a. Provide reference services to analysts and other professional personnel. Reference services include collection management, current awareness services (including profiles), and retrospective searching of manual and automated data bases ranging from unclassified to compartmented. Data bases are those either created in-house or available from outside sources and may or may not be intelligence-related.
  - b. Provide circulation services in both collateral and compartmented libraries.
  - c. Provide acquisitions and inter-library loan services.
  - d. Catalog/index and process all library materials in collateral and compartmented library collections.
  - e. Select and index documents to be entered into the Central Information Reference and Control (CIRC) system.
  - f. Select documents to be entered into the Naval Intelligence Processing System (NIPS).
  - g. Manage the Navy's participation in the Scientific and Technical Intelligence Information Support Program (STIISP) and represent the Navy on the STIISP Program Review Committee.
  - h. Represent the Naval Intelligence Command on the Navy Council of Scientific and Technical Librarians (CONSATL) and other committees and organizations associated with information science.
  - i. Provide public information services to the Command through a variety of media, such as the New Accessions Bulletin and special lists of publications available in the libraries.
  - j. Operate automated intelligence storage and retrieval systems.
- 210.4 Photographic Division (NISC-64)
- The Photographic Division is established to provide full comprehensive photographic and video services in support of Scientific and Technical Intelligence information for dissemination as finished intelligence. Photographic and video services are also provided to highly sensitive intelligence collection programs. To accomplish this, the Division has the responsibility to:
- a. Provide photographic documentation of significant events.
  - b. Provide processing for both black and white and color films.
  - c. Provide copy capabilities for various sizes of charts, maps and photographs.
  - d. Provide photographic reproductions from black and white and color films.

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- e. Provide video recordings of technical documentation.
- f. Provide video reproduction and editing of scientific and technical documentation.
- g. Produce vugraphs and 35mm slides.
- h. Act as the Command's representative on audiovisual matters.
- i. Coordinate NIC/NISC Precious Metals Recovery Program.
- j. Coordinate all NISC requirements for photographic and video material and equipment.
- k. Provide an Audiovisual Detachment at Chesapeake Beach, Maryland in support of the Foreign Material Program.

#### 210.5 PUBLICATIONS DIVISION (NISC-65)

The Publications Division is established to provide professional technical editing and writing support to analysts; prepare graphic materials for publications, visuals for briefings and engineering drawings for laboratories; produce composed texts for publications and provide lithographic and duplication services. To accomplish this, the Division has the responsibility to:

- a. Provide technical editing and writing services directly to analysts.
- b. Assist analysts in selecting publication graphics; maintain a library of published graphics.
- c. Maintain an inter-department on-line computer system for publication writing, editing and composition.
- d. Operate a fully automated text composition and layout facility for the production of lithographic camera copy.
- e. Provide separate staffs for the publication of collateral and compartmented graphics.
- f. Furnish support to analysts in the preparation of visual aids for briefings; compile scale engineering drawings, perspectives, artist's renditions, charts, tables, etc.
- g. Compile production statistics for input to various management information reports.
- h. Provide printing and duplicating services for all NAVINTCOM activities, operate an authorized printing facility.

#### 211. IMAGERY ANALYSIS DEPARTMENT (NISC-70)

The Imagery Analysis Department is tasked to analyze imagery for naval Scientific and Technical (S&T) and current intelligence (also referred to as Indications and Warning (I&W) projects). In addition, the Department is

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responsible for producing recognition materials and exploiting imagery obtained from special national and naval collection programs. Finally, the Department Head is dual-hatted as the Director of the Navy Intelligence Imagery Systems Management Office (NIISMO) in direct support of the Director of Naval Intelligence (DNI). To accomplish this, the Department will:

- a. Provide representation for the Navy on selected COMIREX and other committees, as directed.
- b. Perform technical analysis of imagery to produce imagery-derived technical data for national, naval and command consumers and analysts.
- c. Perform operational analysis of current imagery to produce imagery-derived intelligence data for NAVOPINTCEN and NISC, and through those activities, for the national I&W data base.
- d. Support fleet imagery development and exploitation programs as requested and produce recognition guides and interpretation keys.
- e. Exploit data from and provide support to the Special Navy Collection Program and national collection programs.
- f. Manage the flow of imagery data within NISC, plan for resources needed for operation of the department, and provide necessary administrative support.
- g. Develop and procure equipment, software, techniques and procedures to enhance department capabilities and efficiency.
- h. Operate and maintain the department's digital image processing and video image processing systems and exploitation equipment.

#### 211.1 IMAGERY MANAGEMENT DIVISION (NISC-71)

The Imagery Management Division has two primary tasks:

- a. It is established to process NISC imagery collection requirements and to advocate collection action to the COMIREX structure. In this capacity, NISC-71 coordinates Navy Department interest in supporting imagery exploitation.
- b. It is also established to support the Director, Navy Intelligence Imagery Systems Management Office (NIISMO), NISC-70, in representing the DNI on all matters dealing with Naval Intelligence imagery. In order to coordinate all matters relating to intelligence imagery in the Navy, the division will be responsible for:
  - (1) Development of a systematic program for GDIP funded imagery activities within the Navy.
  - (2) Recommendations on the management of Navy imagery related activities.
  - (3) Documentation of requirements for equipment, systems, and personnel to support intelligence imagery programs.

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(4) Planning and monitoring efforts to correct deficiencies in imagery related areas.

(5) Representing the Navy in national level and interservice imagery committees, working groups and conferences.

(6) Providing guidance to imagery related research and development programs and monitoring similar activities supported by other Services and Agencies.

(7) Assisting Tactical Intelligence and Related Activities (TIARA) program managers to develop tactical intelligence imagery capabilities in the Navy.

(8) Recommendations concerning personnel policies and training that impact on intelligence imagery in the Navy.

(9) Monitoring programs and projects affecting the Navy imagery in TIARA, Tactical Exploitation of National Capabilities (TENCAP) and in the GDIP.

#### 211.2 DIRECTOR, IMAGERY EXPLOITATION (NISC-72)

The Imagery Exploitation Directorate is established to provide day-to-day management of the Imagery Analysis Department's production resources. The Director is responsible for the detailed analysis, interpretation and production of finished Scientific and Technical (S&T) intelligence, Operations Analysis and Special Support to Special Navy Collection Programs. In this regard, the Division will:

- a. Provide technical assistance and continuity on imagery production related matters.
- b. Be responsible for the professional readiness of Directorate Analysts.
- c. Provide technical guidance on requirements for imagery collection.
- d. Establish production priorities with command guidance.
- e. Coordinate imagery analysis functions with Command intelligence production.
- f. Maintain liaison with other Imagery Managers in DoD and National Intelligence agencies.
- g. Assist in developing long range plans for new imagery programs.
- h. Provide technical assistance and continuity for the Deputy and Department Head.

#### 211.3 TECHNICAL ANALYSIS DIVISION (NISC-721)

The Technical Analysis Division is established to perform technical analysis of imagery to produce imagery-derived technical data for national, naval, and command consumers and analysts. In this regard, the Division will:

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- a. Conduct in-depth research.
- b. Analyze multi-sensor imagery.
- c. Write detailed intelligence reports.
- d. Produce multi-aspect engineering drawings.
- e. Prepare annotated photographs and briefing graphics.
- f. Prepare and present briefings.
- g. Maintain substantive imagery data bases.

#### 211.4 OPERATIONS ANALYSIS DIVISION (NISC-722)

The Operations Analysis Division is established to perform current analysis of surface and sub-surface naval vessels, naval aircraft and ground associated elements including naval infantry and mobile communications and to provide technical analysis and detailed reporting of naval aircraft. This Division produces

daily formatted reports seven days a week of imagery-derived operational data for NAVOPINTCEN and NISC, and, through those activities, for the national I&W data base. To accomplish this, the Division will:

- a. Perform current analysis of multi-sensor imagery.
- b. Report current analysis of multi-sensor imagery.
- c. Perform technical analysis of imagery of naval aircraft.
- d. Conduct research and compile keys for all areas of responsibility.
- e. Provide operational analysis assessments for new technology sensor programs.

#### 211.5 SPECIAL ANALYSIS DIVISION (NISC-723)

The Special Analysis Division is established to support the Special Navy Collection Program and national collection programs, as requested. In this regard, the Division will:

- a. Provide pre-mission support and analysis.
- b. Provide post-mission support and analysis.
- c. Provide system development support.
- d. Provide technical evaluations of sensor collections.
- e. Reduce navigation data.
- f. Provide collection guidance.
- g. Maintain collection data base.

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- b. Administer the NFMP visitor control program.
- c. Monitor physical security for NFMP..
- d. Monitor and maintain NFMP alarms.
- e. Provide CMS support for NFMP.
- f. Coordinate nickname and classification guides for the NFMP.
- g. Monitor personnel security for NFMP.

#### 213. JOINT INTELLIGENCE RESEARCH OFFICE (NISC-OJ)

The Joint Intelligence Research Office provides special source intelligence analysis support to the DNI, COMNAVINTCOM, and the Commanding Officers of NISC and NAVOPINTCEN. This includes the conception, planning, development, administration, evaluation, presentation, and representation in the area of Soviet S&T/operational development procedures, programs, and intentions and their application to the Soviet Navy.

#### 214. OFFICE OF RESOURCE MANAGEMENT (NISC-OOR)

The Office of Resource Management is tasked with initiation, planning, establishment, implementing and documenting financial plans, programs, methods, controls and procedures for the acquisition, management, utilization and expenditure of resources required to produce scientific, technical and imagery intelligence, and for the operation and maintenance of NISC. In this regard, the Office will:

- a. Provide financial data and resource support for the coordination, consolidation and presentation of the Center's annual submission to the update of the General Defense Intelligence Program (GDIP).
- b. Initiate and supervise the coordination, consolidation and presentation of the Center's annual submission of budgetary requirements.
- c. Administer, supervise and control the implementation of the annual budget.
- d. Act in a staff capacity, advising the Commanding Officer and the Technical Director in all matters concerning the financial planning, preparation, submission and execution of the five year plan, POM, and President's budget.
- e. Provide management, analysis and assistance to the command in all matters pertaining to fiscal management, organization, resource utilization, fiscal, and budget.
- f. Provide budget execution, accounting, procurement, supply, fiscal and transportation services to NIC Headquarters and its field activities.

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## 214.1 BUDGET AND ACCOUNTING DIVISION (NISC-COR1)

The Budget and Accounting Division is tasked with initiating, establishing and presenting for approval consolidated financial plans, programs and budget for the operation and maintenance of NISC in support of Scientific and Technical (S&T) and Imagery Intelligence (II), and for providing memorandum accounting, Integrated Disbursement Accounting (IDA) and reconciliation services to NIC Headquarters and its field activities. In this regard, the Division will:

- a. Maintain liaison with and provide direct support to departments, staff and management to determine program and budgetary requirements.
- b. Prepare, coordinate, and provide supporting financial documents for all program and budget submissions.
- c. Maintain files and material for all financial data pertinent to NISC.
- d. Assist in the implementation of the budget, providing fiscal guidance and briefing as necessary.
- e. Prepare and maintain bi-weekly automated fiscal status and accounting reports for COMNAVINTCOM and the commanding officers of the NIC field activities.
- f. Perform reconciliations of obligations and expenditures of O&M,N for NIC and the NIC field activities.
- g. Perform reconciliations of obligations and expenditures of OPN and reimbursable for NIC and the NIC field activities.
- h. Provide the budget execution of O&MN, OPN, and reimbursable fund appropriation for NISC.
- i. Provide memo accounting control for OPN, reimbursable fund appropriation for NIC and the NIC field activities.
- j. Maintain liaison with the authorization accounting activity and NISC to insure the accuracy of the official financial reports.

## 214.2 SUPPLY AND TRANSPORTATION DIVISION (NISC-COR2)

The Supply Division is tasked with implementing the current budget of NISC including operations and maintenance (O&MN), procurement (OPN) and military (MPN) allotments, initiating all procurement within NISC, and with providing supply services to NIC Headquarters and its field activities. To accomplish this, the Unit will:

- a. Initiate and submit to management procurement plans and external assistance plans.
- b. Convert the current year procurement program to a working procurement budget.

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c. Act as central point of contact with Navy Regional Procurement Office and other procurement activities for all command contractual and procurement actions.

d. Perform all plant property accountability.

e. Maintain a supply storeroom and related activities adequate to meet the daily needs of the Naval Intelligence Command.

f. Provide command support through procurement action and receipt accounting for all consumables and repair parts.

g. Operate and maintain command imprest fund.

#### 214.3 TRANSPORTATION BRANCH (NISC-OOR22)

The Transportation Branch functions under the supervision of the Chief, Supply and Transportation Division (NISC-OOR2). It is tasked with providing vehicular transportation and local (metro-area) transport/delivery services for NISC and the Naval Intelligence Command. To accomplish this the transportation branch will:

a. Co-ordinate and schedule all transportation requests (including U-drive vehicles) according to their urgency and command mission priority.

b. Maintain regularly scheduled transportation services (i.e. mail deliveries, classified material burn run).

c. Provide additional command transportation services as required for the transport of classified documents, and movement of supplies, materials and equipment.

d. Perform daily preventive maintenance for assigned vehicles and co-ordinate with NDW (WYN) transportation services for major repairs/services.

#### 215. OFFICE OF NAVAL WARFARE CAPABILITIES (NISC-OOW)

The Office of Naval Warfare Capabilities coordinates and integrates the analytical and production efforts of NISC in order to develop threat assessments and other intelligence products, providing current and projected foreign naval warfare capabilities in response to Navy, DoD and national requirements. To this end the Office will:

a. Provide naval intelligence threat support to the U.S. naval weapons system planning, development and acquisition process in accordance with current instructions by:

(1) Producing threat/capabilities publications;

(2) Developing threat assessment and threat support plans in support of specific programs and projects; and

(3) Maintaining liaison with program sponsors and project managers.

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- b. Coordinate the NISC participation in the development of NISC inputs which provide intelligence support to Navy long range planning, net assessments and study efforts.
- c. Coordinate the NISC participation and development of NISC inputs which provide naval intelligence support to the defense intelligence process, including the Defense Intelligence Projections for Planning (DIPP), DIA estimates and study efforts, as well as USDR&E net technical assessments or review efforts and other DoD projects as appropriate.
- d. Coordinate the NISC participation and development of NISC inputs which provide naval intelligence support to the national intelligence process including national intelligence estimates (NIEs), as well as for various national level review and study efforts.
- e. Provide guidance for and coordinate the NISC long range weapon system projection and threat forecasting estimates in support of naval, defense and national requirements.
- f. Coordinate the NISC efforts to exploit open source literature, the assets of the naval R&D community and other resources to assist in the establishment of a data base and the analysis of foreign R&D as a basis for long range projections as well as an input to U.S. Naval weapons system development (CPDB).
- g. Develop and maintain the NISC Characteristics and Performance Data Base (CPDB).
- h. Coordinate the submission of articles for the NISC Weekly Wire.
- i. Coordinate the submission of and disseminate NISC substantive intelligence point papers for the CNO Point Paper book, DNI requirements and other purposes.
- j. Provide the command point of contact for liaison with the Navy Scientific and Technical Intelligence Liaison Officers (STILOs).
- k. Coordinate the NISC participation in and support to the Naval Warfare Publication (NWP) program.
- l. Carry out personnel management and training programs in order to promote career development of employees.

#### 215.1 INTELLIGENCE/WARFARE DIVISIONS (NISC-COW)

The Intelligence/Warfare Divisions coordinate, integrate and produce intelligence publications, threat assessments and long range forecasts in all naval warfare areas, to provide RDT&E threat support to the entire weapons system planning and acquisition process, and to coordinate NISC's participation in national and DoD estimates programs. In this regard, the Staff will:

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a. Coordinate, integrate and evaluate the NISC inputs prepared in support of the Navy's participation in the national intelligence production program published in the form of National Intelligence Estimates (NIEs), Interagency Intelligence Memos (IIMs), and other military capabilities assessments as established by the National Foreign Intelligence Board. The same function is performed in support of the DoD as reflected in such documents as the DIPP and various JCS warfare planning documents containing intelligence assessments. Actions taken under this function require that the ONI/NISC positions are correctly reflected.

b. Provide threat support to the weapons system planning, development and acquisition process in accordance with current instructions by:

(1) Producing the "pyramid" series of publications dealing with Soviet Naval Threat/Capabilities.

(2) Developing and producing special threat assessments and threat support plans in support of naval weapons systems programs and projects or efforts related to weapons system planning, development or acquisition.

(3) Maintaining personal liaison with OPNAV, NAVMAT and other consumers requiring naval warfare related threat assessments.

(4) Providing the point of contact for liaison with DIA/DE-D in conjunction with threat assessments on all naval weapons related to the DSARC process.

c. Develop a better understanding of Soviet naval warfare through the evaluation and study of all aspects of Soviet naval weapons systems. Develop forecasts in conjunction with NISC departments of future systems based on accumulated knowledge of current systems, missions and identified R&D.

d. Coordinate NISC participation and development of NISC inputs for Navy Net Assessments and other broad studies covering all aspects of seapower.

e. Develop and provide overall guidance regarding long range forecasting methodology on Soviet naval systems.

f. Provide representation to DCI committees and subcommittees, to intelligence panels for OPNAV and the Naval Material Command, and to Navy and DoD war games.

g. Initiate and/or coordinate the submission of special NISC products, such as position point papers and NITAs in conjunction with appropriate NISC departments or staff elements as well as NOIC and OP-009.

h. Coordinate the NISC efforts to exploit open source literature, the assets of the R&D community and other resources to assist in the establishment of a data base and the analysis of foreign R&D as a basis for long range projections as well as an input to U.S. naval weapons system development.

i. Initiate, manage and chair command ad hoc study groups and seminars to resolve departmental analytical differences in order to resolve command substantive intelligence problems and develop command positions.

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- j. Develop and maintain the NISC characteristics and performance data base. Review all NISC publications and special reports and studies to ensure that data adhere to the command position.
- k. Coordinate the submission of NISC substantive intelligence point papers for the CNO point paper book, for DNI requirements or other purposes. Review these papers for adherence to the NISC command position.
- l. Serve as the command coordinator for the Naval Warfare Publication (NWP) series of documents. Produce NWP 12-5 and NWP 12-8.
- m. Coordinate and produce the Command Weekly Wire, Part I.

#### 216. OFFICE OF SUPPORT PROGRAMS (NISC-OSP)

The Office of Support Programs is established to provide for management of NISC career development, training, recruiting, travel, manpower utilization and operating procedures, military and civilian personnel management and services and building management. In this regard, the Department will:

- a. Manage, coordinate and provide position management services to the command and support services to civilian personnel management operations.
- b. Provide NISC position management functions.
- c. Manage and act as the central point of control for all personnel actions and documentation, both within the command and external. The Head, Office of Support Programs will be the approving authority on all personnel actions affecting civilian employees GS-12 and below. The Commanding Officer will approve all actions for GS-13 and above.
- d. Manage, coordinate and arrange for civilian and military career development.
- e. Manage, coordinate and arrange for all military and civilian training.
- f. Maintain and control all NISC travel and training funds.
- g. Coordinate and arrange all NISC recruiting efforts for civilian personnel.
- h. Manage, coordinate and arrange for all building management services for NISC.
- i. Manage, coordinate and arrange for all matters concerning manpower utilization and operating procedures.
- j. Provide supplementary military personnel services to the command.

##### 216.1 CAREER DEVELOPMENT UNIT (NISC-OSP-1)

The Career Development Unit is established to provide management of NISC civilian career development, training, recruiting, travel, civilian manpower

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(22) Exercise control over the reproduction and issuance of all directives prepared for the review or signature of the Commanding Officer or Executive Officer to ensure proper format, arrangement of contents, adequacy of security classification, and revision or change procedure. Ensure that there is no duplication of or conflict with other releases. Maintain the command's central directive files.

(23) Ensure that all directives and communications relating to change of duty, promotion, or other change in the status of officer personnel are properly executed and recorded.

(24) Supervise the distribution, handling, and forwarding of officers' fitness reports.

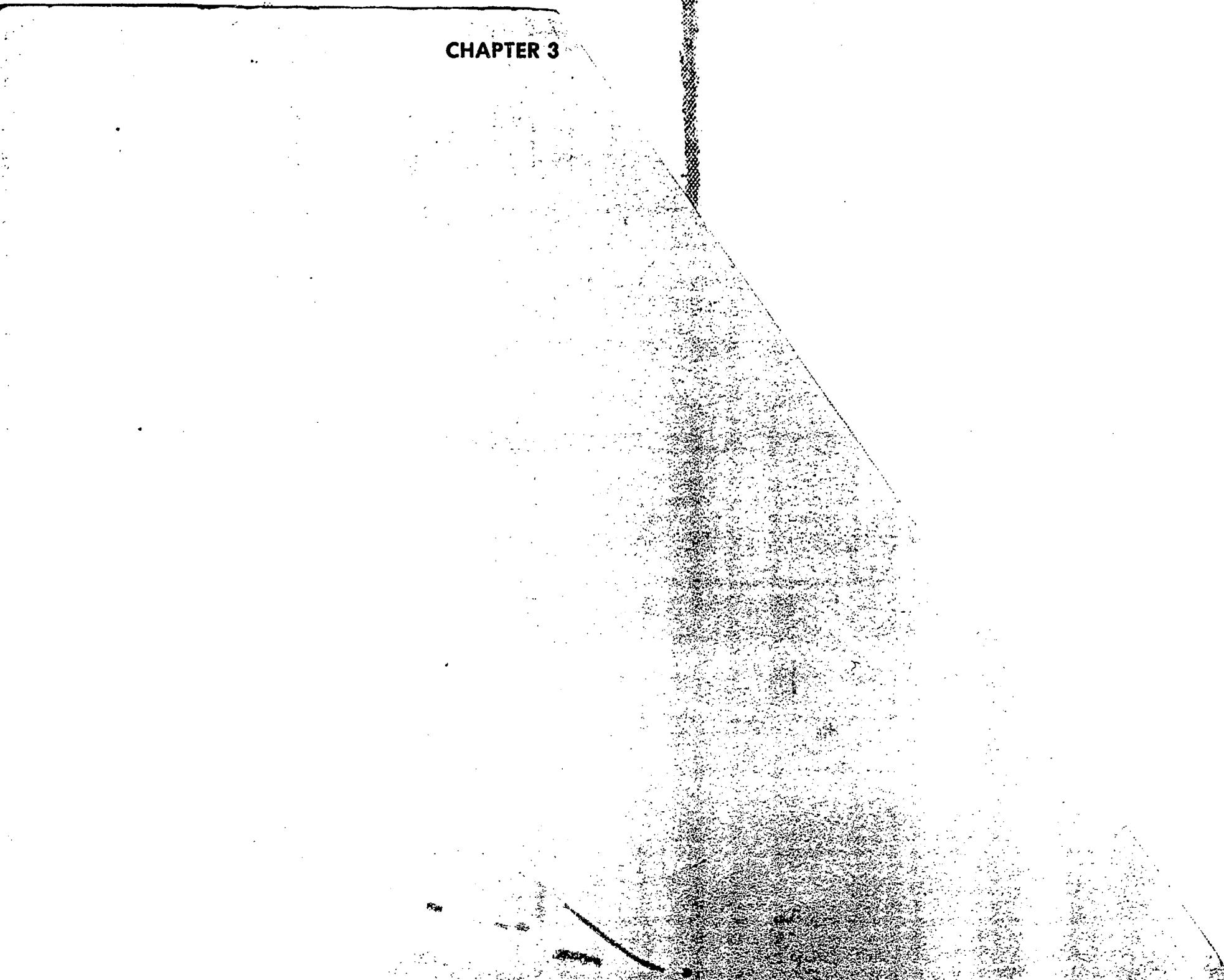
(25) Ensure that the NORM accurately reflects command activities and policies.

### 216.3 SPACE MANAGEMENT UNIT (NISC-OSP-3)

The Space Management Unit is established to coordinate and arrange for accomplishment of all office space construction, renovation and maintenance activities at NISC. To accomplish this, the Unit will:

- a. Provide liaison on behalf of all NISC elements with GSA Building Manager and Navy National Capital Region Facilities and Services Staff.
- b. Consolidate, prioritize and budget for NISC construction and renovation projects.
- c. Provide technical assistance to NISC elements in planning and specifying their construction and renovation needs.
- d. Report to and follow up with GSA building maintenance needs not being met through normal GSA servicing.
- e. Act as NISC Safety Officer and Fire Marshal.

## CHAPTER 3



## CHAPTER 3

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## BOARDS, GROUPS, AND COMMITTEES

## 300. BOARDS, GROUPS, AND COMMITTEES

A board, group, or committee is an assembly of persons formally organized under a president, chairman, or senior member to deliberate and evaluate a problem or situation and make recommendations to proper authorities for its solution or improvement; sit as a judicial body; or sit for other purposes as directed in the order establishing the board or committee. They are policy working groups and should not normally be assigned functions requiring supervision or direction.

Officers and, in some cases, enlisted personnel and civilian employees are assigned to boards and committees as a collateral duty by the Commanding Officer or Executive Officer, and notification of such assignments will normally be effected by publication in a NISC notice. Any limits or special conditions governing the performance of the duties assigned will normally be set forth in a formal letter to members of the board or committee.

## 301. AWARDS BOARD

The Awards Board will be responsible for assisting the Commanding Officer in evaluation of recommendations for awards to personnel serving under his jurisdiction and to ensure compliance with all directives of higher authority pertaining to all awards. In addition, the Awards Board is responsible to the Commanding Officer for implementing a system (within the guidelines of higher authority) to recommend approval or disapproval and amounts of awards to be paid by the Navy Incentive Awards Program.

a. The board will be composed of two or more officers designated by the Commanding Officer, one of whom will be designated as the incentive awards officer.

b. The Awards Board will be responsible for:

(1) Inquiring into and analyzing all recommendations for formal or informal awards which originate onboard NISC or which the Commanding Officer is required to review.

(2) Ensuring that the acts or services described in the recommendation fulfill all requirements of pertinent directives from higher authority concerning awards.

(3) Submitting each recommendation in proper form and with appropriate comment to the Commanding Officer for his consideration.

(4) Developing a system of review and making recommendations for cash awards, as appropriate, concerning suggestions, inventions, or scientific achievement by members of the command who contribute to the Armed Forces.

c. The incentive awards officer will be a non-voting member of the board (except in cases of a tie vote). He will present incentive award

contributions to the board and prepare all associated documents and correspondence for final action by the Commanding Officer.

d. Final approval or disapproval of the board's recommendations rests with the Commanding Officer.

References: SECNAVINST 1650.1 series, Navy and Marine Corps Awards Manual.  
SECNAVINST 1650.24 series, Cash Awards for Military Personnel for Suggestions, Inventions, or Scientific Achievements.

### 302. CLAIMS INVESTIGATION BOARD

The Claims Investigation Board will investigate every incident referred to the board which may result in claims against or in favor of the United States Government.

The board will normally be composed of only the NISC legal officer who shall be designated the investigating officer. Additional members may be assigned, each with all the same powers as the investigating officer, except that the assistants will be under the general supervision of the investigating officer who shall be considered to be the senior member of the board.

The board will:

- a. Consider all information and evidence obtained as a result of any previous investigation.
- b. Conduct such further investigations of the matters referred to the board as may be necessary to obtain a fair and impartial appraisal covering all phases of the matter to the end that a comprehensive, accurate, and unbiased report on the matter can be made to the Commanding Officer or to higher authority for any action that may be required by the circumstances of the case.

Reference: JAG Manual.

### 303. NFIB COMMITTEES AND WORKING GROUP MEMBERS

Members of UFIB committees, sub-committees and working groups are selected because of their experience and expertise to represent the Navy as well as NISC. They are representatives of all naval intelligence, i.e., NISC, NIC, etc., during their meetings and will act as the point of contact between Navy elements and other members of their respective committees. The DNI requires that positions taken by ONI members on UFIB groups be identified for him and members of his staff as rapidly as possible following committee meetings.

A minimum number of NISC personnel should normally attend a DCI sponsored meeting.

In this regard, NISC personnel who:

- a. Attend committee meetings as principals will provide a short Memorandum for the Record (MFR) after each meeting which summarizes the topics discussed, actions assigned and taken, etc. This MFR will be addressed to the DNI,

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attention OP-009Z and C<sup>D</sup>-00942. When appropriate, the MFR will provide recommendations to which DNI can concur/non-concur or request that the member meet with him to discuss the issue. MFRs will be concurrently distributed to: (1) the Commanding Officer, Executive Officer, and Technical Director; (2) to appropriate department heads; and (3) to COMNAVINTCOM. MFRs may, in some cases, be used to forward only the minutes of the committee meeting. Keep the chain of command informed!

b. Attend sub-committees/working groups as principals will provide a MFR to the applicable Navy committee member (or sub-committee member as appropriate), who will determine whether it should be further routed to the DNI/009Z. MFRs will be distributed simultaneously to cognizant department heads.

Members and alternates are responsible for keeping their department heads aware of the action/deliberations of their various committees/sub-committees and for obtaining their preliminary approval for all member actions and tasking resulting from participation in committee/sub-committee deliberations.

Members/alternates are not expected to be either the authority or to have the answer to all issues addressed by a committee/sub-committee/working group. In cases where they are not the expert, they should defer action and bring in other Navy assets as required to address the particular topic at hand. Following all coordination, deliberation and guidance, the member's position will be provided to the committee/sub-committee as representing the position of his principal, the Director of Naval Intelligence.

Members will not take on significant tasking without first determining the impact on naval intelligence assets. No major tasks/issues will be taken on by NISC personnel without the approval of the Commanding Officer. If accepted, tasking will be done by the member through established channels and fully supported by NISC assets. Other naval intelligence assets should also be tasked for support as required.

#### 304. CONTRACT AND EXECUTION REVIEW BOARD

The use of external assistance to support intelligence production has grown significantly over the last few years. At the same time the guidance,

from both a legal and procedural perspective, has become increasingly complex and restrictive. Present policies discourage the use of sole source procurement. Although there are numerous difficulties associated with competitive procurements, significant improvements of our position can be made by targeting specific ongoing tasks for competition. Since past contracting information is important for projections and the identification of problem areas, this command must also collect, analyze and maintain adequate records.

To ensure awareness of Department of the Navy contracting policies and promote the use of competition for external assistance procurements, the Contract and Execution Review Board (CERB) was established. The Technical Director is the Chairman of the Board. Other members may be appointed as necessary. All purchase requests for external assistance, including the

transfer of funds to government laboratories, shall be reviewed by the Board prior to submission to the Commanding Officer or transfer of funds. All sources of funds, both programmed and reimbursable, are included.

### 305. SCIENTIFIC AND TECHNICAL INTELLIGENCE DATA BASE ADVISORY GROUP

The command currently has a myriad of in-house data bases that are used to support the intelligence analytical and production process. Included are the Multi-User Intelligence Data Acquisition System (MIDAS), the Central Electromagnetic Data Library (CEDL), the command Position Data Base (CPDB), and various acoustic, imagery and management data bases. The utility, currency, interoperability of and resources devoted to these data bases varies widely. The command also has long-standing or potential requirements to provide scientific and technical data base inputs in support of Naval Intelligence Processing System (NIPS), the TACTICAL Flag Command Center (TFCC), the Ocean Surveillance Information System (OSIS), and the Naval Warfare Integrated Simulation System (NWISS). Ideally, analysts should input scientific and technical information only one time and the information could then be used by all consumers, both internal and external to the command.

The Scientific and Technical Intelligence Data Base Advisory Group, chaired by NISC-COW and composed of members from NISC-000, NISC-50, and NISC-30, is established to correct data base deficiencies, sort out conflicting data base requirements, and provide the senior decision-making levels within the command with recommended courses of action relative to data base management. The Advisory Group will meet as necessary, but at least quarterly. All departments will support the Advisory Group with briefings and back-up material as required.

### 306. NISC BENEFIT ASSOCIATION

The NISC Benefit Association (NBA) is established as a non-profit organization to maintain a benevolent, social and recreational organization for the benefit of its members. The NBA will hold annual elections for officers (president, vice-president, secretary and treasurer). These elected officials shall transact all NBA business, and make and amend rules and regulations concerning the use of NBA monies. Membership is composed of every NISC employee. Revenue for NBA activities is derived from profits realized from designated beverage machines located within the command.

### 307. EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMMITTEE

The Equal Employment Opportunity Committee acts as an advisory group to the Commanding Officer in all matters relating to the functions assigned to the committee. The committee membership will be in so far as possible, representative of the minority, majority, male, female, age, handicapped, and grade level distribution of NISC employees. Department and staff element heads, in collaboration with the committee chairperson, will ensure that their committee appointees satisfy this distribution criteria. Committee appointments will be made in writing with a copy to the committee chairperson and Deputy Equal Employment Opportunity Officer. The committee will establish its own organization consistent with its role as a participant in the NISC EEO program.

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a. The EEO Committee is assigned the following functions and responsibilities:

(1) Advise the Commanding Officer in all matters related to the carrying out of the command EEO program within its assigned area of responsibility.

(2) Monitor the progress of implementation of the EEO Plan and report to the Commanding Officer significant deficiencies which require command action.

(3) Serve as a forum through which employee views can be expressed concerning the goals and effectiveness of the EEO Program. Committee representatives of departments and staff elements will act as the channel for transmitting these views to the committee as a whole.

(4) Coordinate its EEO activities with other interrelated personnel policies and programs.

b. The following by-laws shall govern the committee and its activities:

(1) Organization - the EEO Committee shall be constituted of representatives from all departments and staff elements and consist of a cross-section, in so far as possible, of race, color, sex, age, national origin, physically and mentally handicapped, and grade level distribution. There shall be a Chairperson, Vice-Chairperson, and Recording Secretary elected by committee members. The Vice-Chairperson shall act in the absence of the Chairperson. Sub-committees shall be established on an ad hoc basis to carry out special tasks as required in the conduct of committee business. Subcommittee chairpersons will be appointed by the EEO Committee Chairperson.

Other members may be volunteers. If insufficient numbers volunteer, the Committee Chairperson shall appoint the required number.

(2) Membership Allocation - The committee membership shall be one representative for each department and office as follows:

CSO	OQJ	OOR	OOW	OSP	OOO	10
20	30	40	50	60	70	

The Commanding Officer, Deputy Equal Employment Opportunity Officer, and the military Equal Opportunity Specialist will be ex-officio members of the committee.

(3) Member Appointment, Tenure, Qualification - Department and staff element heads will appoint in writing their respective committee representatives. A copy will be forwarded to the Committee Chairperson and Deputy Equal Employment Opportunity Officer. Committee members shall serve for two years. In order to maintain a continuity of experience within the committee, approximately one-half of the membership shall be appointed in odd calendar years and one-half in even calendar years. The appointment schedule is as follows:

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(5) Advising the Commanding Officer on the effectiveness of the command's human relations programs and possible methods of enhancing its effectiveness.

(6) Monitoring the effectiveness of the command's equal opportunity program and affirmative action plan. The council chairperson is responsible for periodically advising the Commanding Officer of the program's effectiveness and areas needing improvement.

d. Action

(1) The Human Relations Council will convene at least semi-annually and at more frequent intervals if conditions warrant.

(2) The NISC Human Resource Management/Equal Opportunity Program Specialist will coordinate the meetings, reserve a place for the meetings, and ensure that all members are notified.

(3) The senior member present will preside over the meetings and will ensure that a report is prepared which includes the following information:

(a) Time and place of meeting.

(b) Names of members present.

(c) Significant items discussed and recommendations.

(d) Any other information which any member of the council wishes to bring to the attention of the Commanding Officer.

(4) This report will be forwarded via the Executive Officer to reach the Commanding Officer within five working days after each meeting. Each member of the Council will be provided with a copy of this report. In addition, the NIC DEEOO, NISC EEO Committee chairperson and command bulletin board will be provided copies.

References: OPNAVINST 5300.6 series

### 309. TRAINING ADVISORY BOARD

The Training Advisory Board will report directly to the Commanding Officer and shall provide oversight and recommendations in all areas of civilian training including, but not limited to:

- a. individual training plans
- b. department training plans
- c. command training
- d. career development

The Training Advisory Board will consist of a Chairperson and 5 to 7 members appointed by the Commanding Officer.

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### 310. PRODUCTION REVIEW GROUP (PRG)

The Production Review Group (PRG) was established as the result of a comprehensive Command Production Review. The PRG is chaired by the Technical Director with the Production Review Coordinator, Operations Officer, and Deputy Technical Services Department Head as permanent members. In addition the board has as members two NISC Line Department Heads on a rotational basis. The PRG is responsible for providing Command oversight and direction to the overall production effort and making recommendations to the Commanding Officer regarding production improvements.

### 311. WELFARE, MORALE AND RECREATION (WMR) FUND AUDIT AND INVENTORY BOARD

The WMR Fund Audit and Inventory Board shall maintain accurate accountability of the NISC WMR funds and equipment. The board shall verify the accuracy of the MWR money transactions and shall certify the MWR property records, for both expendable and nonexpendable property. To ensure that funds and property are regular accountable, the Audit and Inventory Board will meet at approximately six-month intervals, September and March. The board will:

- a. Audit the MWR funds to verify the cash funds and the correctness of money transactions and records. (Refer to NAVCOMPINST 7540.5A as a guideline.)
- b. Inventory expendable and nonexpendable MWR property.
- c. Provide a report of findings to NISC-01 and copy to Chairman MWR Committee.
- d. Be composed of three members - one being a naval officer, one a civilian with some knowledge of auditing and inventory, one member at large.
- e. Become familiar with appropriate portions of BUPERSINST 1710.11 and NAVSO P-3520.

### 312. AUTOMATION EXECUTIVE BOARD (AXB)

- a. The Automation Executive Board (AXB) was established to identify and project needs for automated support to meet mission requirements and eliminate duplication of functions. The Chairman of the AXB shall be the Executive Officer. Membership will consist of:

- (1) NISC-COOB who will manage the efforts of the ADP Staff assigned to assist AXB business.
- (2) NISC-COAZ who will provide fiscal program analysis and maintain records of AXB deliberations and decisions.
- (3) NISC-COW.

- b. The AXB shall have the specific responsibilities and authorities (subject to approval by the Commanding Officer) to:

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(1) Review present and projected ADP requirements, and establish a delegated ADP baseline for each NISC element that requires automated resources to perform its mission and function. To facilitate that review, the board is authorized to obtain, via the departmental chain of command, all information required to establish the initial baseline, and seek expert assistance from an individual within the reviewed department that will be designated by the board. The designated individual shall be relieved of all other duties during the period his/her department is under review.

(2) Prepare and implement procedures and guidelines that specify how a delegated ADP baseline may be modified.

(3) Receive, review, verify and validate all new requirements for ADP capabilities, including personnel. To facilitate those actions, no use of external assistance to acquire ADP capabilities, regardless of funding source, is authorized without AXB approval. All requests for ADP resources shall be forwarded to the Commanding Officer via the AXB.

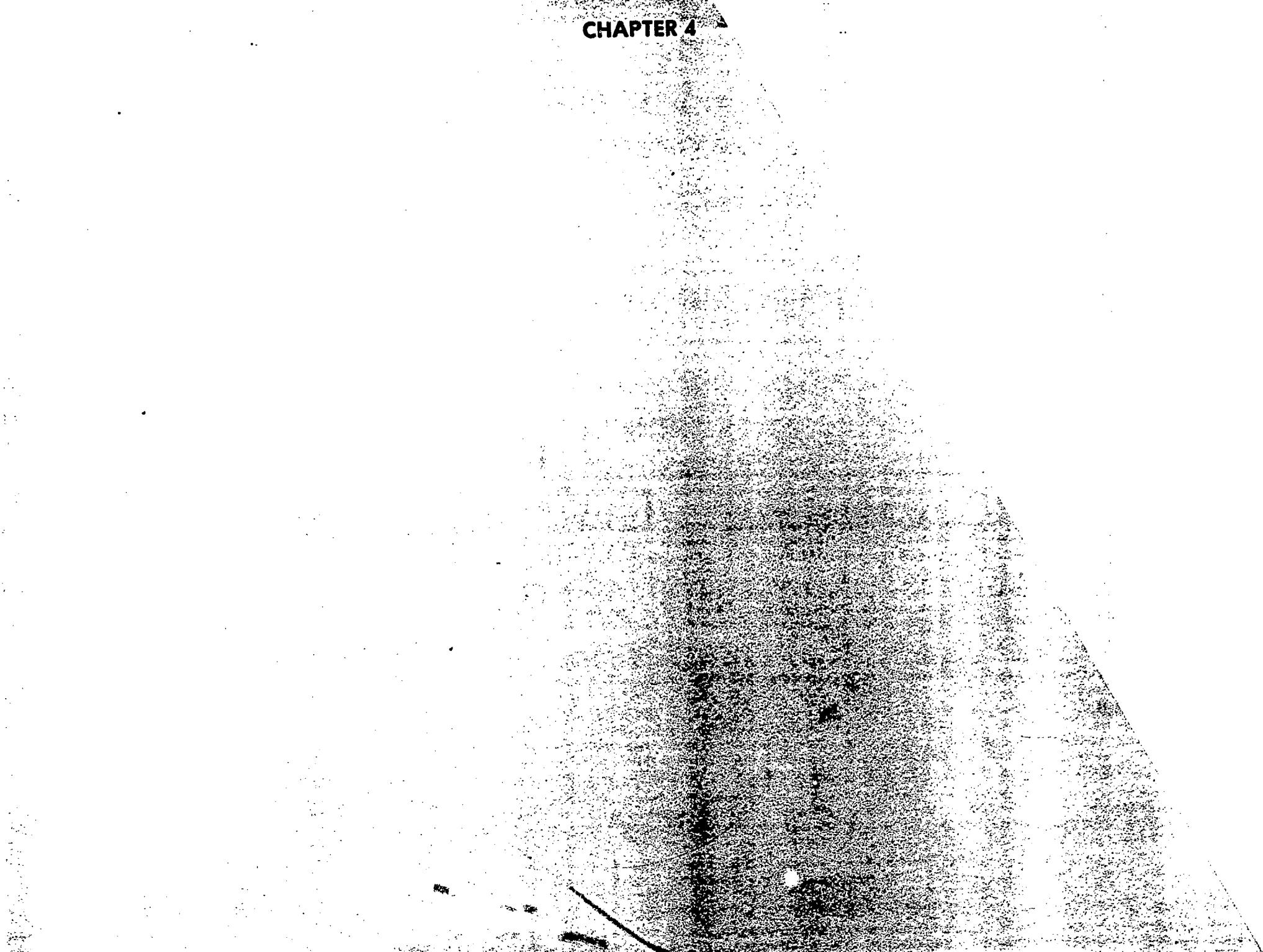
(4) Establish life cycle management policy, consistent with higher authority, and ensure compliance.

(5) Review, as deemed necessary, ADP operations within the command to ensure compliance with delegated baselines and established policy.

(6) Obtain all economic benefits available from identification and analysis of common requirements, economies of scale and coordination with NAVINTCOM support and user organizations.

(7) Establish and maintain liaison with NIPSSA that ensures coordinated long range planning and resources allocation.

# CHAPTER 4



## CHAPTER 4

JULY 1979

## TASKING AND PRODUCTION

## 400. CONCEPT OF NISC PRODUCTS

The concept of NISC's production effort is to provide the highest quality intelligence products to consumers in accordance with the following four-echelon plan:

First Echelon	Weekly Wire (Part I), ACINT Newsletter
Second Echelon	Periodicals - NAVSTIR, CNO Point Papers, Missile Matrix, Briefings
Third Echelon	NITs, NITAs, FMERs, BIIRs
Fourth Echelon	Scheduled DIA Products, NWPs, Threat Assessments

First Echelon products are intended as the initial notification to consumers of new developments. Second Echelon products (except for the NAVSTIR), are to be succinct, comprehensive updates of threat characteristics. The NAVSTIR provides the vehicle for initial dissemination of photographs/graphics. Third Echelon products provide for the dissemination of Navy assessments and technical/analytical observations, normally on a non-recurring basis. Fourth Echelon products serve as comprehensive reference documents which should incorporate, when appropriate, information previously disseminated in other echelon products.

The Production Review Coordinator, under the guidance of the Production Review Group (PRG), will provide oversight to this effort. Recommendations for new products should be submitted to the PRG through the Production Review Coordinator prior to commencing draft production.

## 401. OVERALL PRODUCTION GUIDELINES

a. NISC routinely produces Weekly Wires and publications on substantive intelligence which require interdepartmental input and coordination. Comprehensive research and, in many cases, detailed analysis of a scientific and technical nature is often required. In order to foster interdepartmental cooperation and coordination, it is NISC policy that when a support analyst has contributed 20% or more of the analysis and text, he/she shall be considered a co-author. It is the responsibility of the lead department to ensure that support analysts receive recognition for their contributions.

b. Scientific and technical intelligence products of this command consist of various studies, trend analyses, reports, handbooks, and periodicals designed to satisfy consumer requirements for intelligence on foreign developments of naval interest. The Defense Intelligence Agency levies the tasks for most of these products, sets mutually agreed upon deadlines, and determines the format and review procedures to be followed during the production process.

c. NISC-60 and the responsible production department should ensure that NISC products contain both U.S. and metric units of measure, change bars where appropriate, validation date and statements on nonrecurring hard copy products, distribution lists, tabs as required, and three-ring binder holes (for Second and Third Echelon products.) Products should be stapled or bound

Wire item to which it refers. By completing that form, paragraph 2.a. enables the analyst to submit the reasons for his non-disclosure recommendation, and paragraph 2.b. removes the requirement for the analyst to make determinations for which he is not adequately informed. Numerous exchange agreements, quid pro quo arrangements, etc., exist which are unknown at the NISC analytical level. By checking the item as releasable, the disclosure decision becomes a NIC-03/CNO-OP-009P responsibility. No further inquiries need be directed to the originating analyst. Paragraph 4 enables the analyst to make his own recommendation.

(9) Submission: Items for the SECRET version and codeword supplements (if any) of the Weekly Wire Part I, prepared in accordance with the format for Weekly Wire submissions, will be submitted to NISC-OOW prior to close of business each Friday. Each line department is expected to submit Weekly Wire articles each week. In addition, NISC-OOW will periodically initiate inter-departmental tasking apprising line departments of significant topics meriting Weekly Wire articles.

(10) Preparation: Upon receipt of proposed Weekly Wire articles, NISC-OOW will conduct editorial review and revision to ensure the completeness of content, quality of analytical presentation, uniformity of format and consistency of style required to ensure excellence for the Weekly Wire. A draft of each article will be prepared in accordance with this instruction. Copies of these articles will be provided to each department head, the Technical Director, the Operations Officer, and the Consolidated Security Office by 0900 each Tuesday. Any further actions concerning articles which are directed as a result of a Staff Meeting must be accomplished directly following the meeting in order that the Weekly Wire can be prepared for release.

(11) Release: The final message version of the Weekly Wire Part I and supplements will be prepared by NISC-OOW as prescribed by the Department of the Navy Telecommunications Users Manual (NTP-3(E)) and by the communications organizations to which they will be submitted for transmission. The final copies will be submitted to NISC-OOW, the Technical Director and Executive Officer for review in time to reach the Commanding Officer for release by 1600 each Wednesday. In the absence of the Commanding Officer the Executive Officer or his designee will release the message.

(12) Addressee List: The addressee list of the Weekly Wire constitutes Address Indicator Groups (AIG) 157, 176 and 6853. NISC-OOW is responsible for all administrative management actions necessary to ensure the accuracy and appropriate use of the AIG's. The following actions will be taken by NISC-OOW as required by and in accordance with Department of the Navy Telecommunications Users Manual (NTP-3(E)): (1) periodic review of AIGs 157, 176 and 6853 to confirm a continuing requirement and current address composition; (2) preparation of modifications, cancellations or recapitulations of AIGs 157, 176 and 6853.

References: DIA S&T Intelligence Task Sheet, 31 January 1979, DIA Task Number PT-2660-01-026.

COMNAVTELCOM "Naval Telecommunications Procedures Telecommunications Users Manual, NTP-3(E)", April 1981.

"NISC Metric Practice Guide" (undated)

DIA Manual "Scientific and Technical Intelligence Production," DIAM 75-1, 21 September 1977.

## 402.1.1 FORMAT FOR WEEKLY WIRE SUBMISSIONS

WEEKLY WIRE ITEM FOR WEEK OF \_\_\_\_\_  
(date)CHOP LIST:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TITLE: (Classification) (One line or less if possible. The title should provide a summary of the article subject and conclusion. The title provides the basis for reader interest).

TEXT: (Classification) (Factual or evidential data and statements.  
Answers: Who? What? When? Where?)

(DOUBLE-SPACED TEXT, UPPER CASE)

First sentence: Source (SIGINT, IMINT, photography, press report, analysis of \_\_\_\_\_, etc.) date (of May 82, etc.) (reveals, indicates, suggests, etc.) brief statement of the point of the article (a new destroyer is under construction, or the X-10 missile has a range of 10 nm, or the design bureau has developed a new energy source, etc.).Second/third sentences: Amplification of first sentence (dimensions of destroyer and state of completion, or launch platform and profile of missile flight, or type/power of energy source, etc.).Fourth/fifth sentences: If necessary, further details which bear on significance of the first sentence (armament of destroyer, or propulsion type of missile, or size of generator associated with power source). No necessary details.

COMMENT: (Classification) (Analysis/discussion of TEXT. Assesses significant impact, notes change to NISC current products or estimates. Answers, if possible: How? Why? What does this mean? If an article is unworthy of meaningful comment, it is unworthy of transmission.

(DOUBLE-SPACED TEXT, UPPER CASE)

First/second sentences: Conclusion/significance (we estimate an IOC of 1984 for the new destroyer/this new destroyer will give the Navy added versatility for AAW and plane guard operations, or this was the first flight of a new missile not a short range test of the 15 nm version/the new missile, if employed by ACV, will provide an excellent beach bombardment capability, or development of a laser cannon is virtually complete/the successful development of a laser cannon will constitute a real threat to U.S. high altitude aircraft).Third/fourth sentences: Background which helps establish conclusion (the new destroyer under construction is about the same size as the standard destroyer and is being built at the same yard, or with a 5 and 15 nm missile

#### 402.2 CNO INTELLIGENCE POINT PAPERS

- a. In response to a CNO tasking NISC-OOW currently produces quarterly updates of nineteen point papers on naval warfare topics ranging from Antisubmarine Warfare to Aircraft Carriers. These point papers provide up-to-date discrete analyses over a broad spectrum and are available quarterly for background use by the naval high command.
- b. The papers are prepared by the various departments with coordination provided by NISC-OOW. The CNO Point Papers are forwarded by cover letter and contain an index, text, change summary and distribution list. Composition/layout is accomplished by contractor support.
- c. Distribution is controlled by NISC-OOW and includes the higher levels of SECNAV, OPNAV, NAVMAT Offices, the Navy Laboratories and major afloat commands.

#### 402.3 NAVY SCIENTIFIC AND TECHNICAL INTELLIGENCE REVIEW (NAVSTIR)

- a. DIA Task PT-2660-01-02L of 31 January 1979 authorizes NISC to publish a monthly periodical covering foreign scientific and technical developments which affect the combat potential of foreign navies, their support facilities and their R&D communities.
- b. The Scientific and Technical Intelligence Review (NAVSTIR) is published on a monthly basis. It is designed to provide timely scientific and technical information to U.S. Navy operating forces and staff elements, other services, DOD components, and national level executives on naval intelligence topics of interest. It is intended to report the results of completed intelligence analyses performed by NISC in greater detail and in a more timely manner than is possible through other NISC-produced intelligence documents.
- c. The Technical Services Department (NISC-60) is designated as the NISC element responsible for overall integration and production management of the NAVSTIR. NISC-60 will designate an editor for the NAVSTIR who will:
  - (1) Provide recommendations to the NISC line departments concerning subjects suitable for preparation as NAVSTIR articles.
  - (2) Provide guidance to the line departments and staff elements on all aspects of preparing articles for the NAVSTIR.
  - (3) Develop and coordinate the editorial and production schedules for the magazine.
  - (4) Review articles for compliance with established criteria. In this review process, editing will be done, and significant revisions will be coordinated with the author prior to publication. The articles will basically remain the input of the author(s).
  - (5) Provide copies of draft articles for review by the Commanding Officer, Executive Officer, Technical Director, Office of Naval Warfare Capabilities Head, and any other department with subject cognizance.

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(6) Provide recommendations concerning composition/layout to NISC-652. Review and approve NAVSTIR camera copy prior to the official command review and approval, and again before final printing and distribution.

d. The Undersea Warfare Technology Department (NISC-20), Naval System Department (NISC-30), Naval Weapons Technology Department (NISC-40), Electromagnetic Systems Department (NISC-50), and Imagery Analysis Department (NISC-70) and the staff elements will be responsible for submitting articles for publication in accordance with the following guidelines.

(1) Articles submitted for publication, whether developed by departmental initiative or in response to a recommendation, can be of two types: a comprehensive presentation of a topic or a brief highlight of an event or item. The comprehensive feature articles should have a wide audience appeal, address the topic in considerable detail, and present conclusions or highlight the implications that the topic might have to the U.S. Navy's mission. Articles submitted for inclusion in the Intelligence Briefs section should highlight narrow topics, which are best conveyed by photographs or graphics. All articles should be written in a clear, logical manner.

(2) All articles will be released by the department head for publication in the NAVSTIR and be double-spaced typed copy. It is preferred that the article be typed on a WANG terminal and that the tape be forwarded with the article to the NAVSTIR editor.

(3) All articles will have a "NAVSTIR Classification History and Foreign Disclosure Recommendation" form included in the manuscript. The form will be forwarded to NIC-03F4 as a guideline for foreign release of NAVSTIR articles.

(4) All graphic materials (photographs, graphs, and drawings) are to be appropriately mounted, classified, captioned and annotated as appropriate.

(5) All articles should have the name and division code of the author(s).

(6) No article may be classified higher than SECRET, although most caveated material can be accepted. Each paragraph of the article must be properly classified and caveated. The source and classification of all graphics must be identified.

(7) Articles may be submitted to the NAVSTIR editor at any time, however, publication will depend on the backlog of articles in process and the time sensitivity/priority of the submitted article.

e. The NAVSTIR will contain a section entitled "Naval Intelligence Support Center Products." NISC produces many documents containing intelligence data of high interest to consumers who are not necessarily included in the distribution list of the NAVSTIR. Some of those products are on the DIA S&T Production Schedule, others are unscheduled and unpublicized. To insure adequate consumer notification of significant production, both scheduled and unscheduled, the following actions are required:

(1) At the time a publication is in the final camera copy preparation, the principal author of each document will complete the first six items of the Abstracts of Significant Production (ASP) Form, figure 4-1, and submit it to the Production and Tasking Division (NISC-0001) for inclusion in the final chop.

(2) NISC-0001 will complete item 7 (Date of Dissemination) and submit the form on HP tape cassette to the NAVSTIR editor for inclusion in the next edition.

f. The Technical Services Department (NISC-60) is responsible for the following supporting services:

(1) Providing a NAVSTIR editor to manage and edit the magazine.

(2) Providing camera copy layout and graphic support.

(3) Providing reproduction and printing services in support of the NAVSTIR as required.

g. The Operations Department (NISC-000) will provide NISC tasking as required in support of the NAVSTIR preparation and production.

References: Defense Intelligence Agency Scientific and Technical Intelligence Task Sheet, 31 January 1979, DIA Task Number PT-2660-01-02L. DIA Manual "Scientific and Technical Intelligence Production," DIAM 75-1, 14 August 1973. "NISC Metric Practice Guide," undated.

#### 402.4 NAVAL INTELLIGENCE TECHNICAL ASSESSMENTS (NITA)

a. The NITA is a vehicle for the Naval Intelligence Support Center to support the Naval community by disseminating substantive intelligence on significant issues of high importance. The NITA is intended to present information in a concise and timely manner. The assessment is composed of the following sections:

(1) Preface - a statement of the purpose and scope of the assessment related to the topic and administrative comments.

(2) Executive Summary - a capitulation of the key points of the assessment.

(3) Assessment - the body of the paper which includes relevant background and/or descriptive information, evidence and judgments yielding the assessment, supportive graphic and tabular material, and conclusions.

(4) Implications - statements of the significance of the assessment in terms of the expected results, both immediate and far reaching, based upon the conclusion of the assessments.

b. Topics for the NITA may be indicated by the DNI, COMNAVINTCOM, or they may be generated within NISC.

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c. Any department may initiate a NITA, but that department then assumes responsibility for NITA preparation and coordination. The general procedures for preparing a NITA includes:

- (1) Establishment of tasking need and notification of Production Review Coordinator.
- (2) Approval of inputs (preliminary or final) by Department Head.
- (3) Edit by NISC-60.
- (4) Obtain chop from appropriate NISC departments.
- (5) NISC-OOW review to ensure that the assessment complies with NISC position and NITA format.
- (6) Preparation of camera copy by NISC-60.
- (7) Review of camera copy by NISC-OOA, the Executive Officer, and review and approval by the Commanding Officer.
- (8) Print and disseminate NITA.

d. Action: All departments are enjoined to become familiar with and adhere to the guidelines established. The Production Review Coordinator should be contacted for resolution of procedural problems.

#### 402.5 NAVAL INTELLIGENCE TECHNICAL SUMMARY (NITS)

a. The NITS provide an informal means of disseminating discrete analyses or bodies of technical data - generally of interest to only a limited number of customers. Subjects range from handbooks and data appendices to briefing notes. NITS are products of analyst initiative and credit for authorship is noted on the cover. However, there will be no acknowledgement that contractor assistance was involved.

b. NITS may be produced on a non-scheduled basis by a Department with editorial/composition/layout assistance from NISC-60. The format is flexible depending largely upon the nature of the material contained. As a minimum the following sections will be included:

Preface

Table of Contents

Lists of Tables and Illustrations (If any)

Executive Summary (not included when text is less than 20 pages)

Text

Appendices (If any)

Distribution List

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A Bibliography may be included after the Appendices if a description of source materials will support the text and not alter the classification of the finished product.

c. Distribution Lists will be generated internally and will be tailored to the subject matter on a case-by-case basis.

d. NISC policy regarding disclaimers is as follows:

(1) A disclaimer is not necessary.

(2) If a disclaimer is included it shall be worded along the following lines: "The data contained herein and any conclusions drawn are those of the authors. The intent of publishing these data in the format of a Navy Intelligence Technical Summary is to stimulate further exchange of ideas between the authors and other interested parties. All comments and recommendations should be addressed to: Commanding Officer, Naval Intelligence Support Center, 4301 Suitland Road, Washington, DC 203905140, Attn: (name or NISC POC and mail code).

e. Due to possible inter-departmental overlap, draft copies of NITS should be given widest internal review as required.

#### 402.6 BASIC IMAGERY INTERPRETATION REPORT (BIIR)

a. NISC produces BIIRs in conformance with the Navy's responsibilities for third-phase imagery exploitation under the National Tasking Plan (NTP). BIIRs are detailed, imagery-derived reports on foreign submarines, surface ships, sensors, air and weapons platforms, as well as construction yards and major operational facilities. Each report is generally done by a sole author who is given a credit line at the beginning of the report.

b. NISC-70 produces from seven to ten BIIRs in a typical year. BIIRs generally contain the following:

Preface  
Data Block  
Abstract  
Table of Contents  
Table of Illustrations  
Introduction  
Basic Description  
Construction Chronology  
Reference Data

Editorial/composition/layout assistance is provided by NISC-60. Due to the broad range of disciplines involved the BIIR is reviewed by all Departments prior to publication.

c. NISC-70 prepares the distribution list for the BIIRs to include OPNAV elements, the Navy Laboratories and major afloat commands.

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## 402.7 SCHEDULED DIA PRODUCTS

The following paragraphs set forth guidelines to be used in the S&T production program to ensure that standard procedures are followed.

a. Prior to the beginning of each fiscal year, DIA submits a proposed annual S&T intelligence production schedule to the Military Services for review and comment. Based on an appraisal of resources available for the coming fiscal year, as compared with tasks assigned and anticipated, the Services respond to the proposed schedule with recommended modifications. Subsequently, a firm schedule is promulgated by DIA for implementation by the Service S&T intelligence production agencies. This schedule delineates those tasks for which NISC is prime producer as well as those of other agencies which are to receive NISC support.

b. Upon receipt of the annual S&T intelligence production schedule by this command, the Production and Tasking Division (NISC-0001) will, after consultation with all departments and the Commanding Officer, and if necessary, DIA, promulgate a detailed listing of tasks to be accomplished by each department and the production milestones to be met. The department with primary production responsibility will be designated on the basis of assigned missions and functions. However, the Office of Naval Warfare Capabilities (NISC-OOW) will review all products, except NITs, for consistency and adequacy of command position.

## (1) Preparation of manuscript:

(a) The primary (lead) department will appoint a project monitor for each production task assigned on the schedule. This individual will be responsible, under the department head, for those functions of the production cycle which involve all coordination and integration steps (beginning with the preparation of internal tasking and external data calls), the assembly of the integrated draft, routing for review and chop, and final incorporation of all required changes. At the time that the draft is sent to DIA for review, a proposed distribution list and required DIA Form 447 will be prepared and submitted to NISC-0001. Close liaison will be effected with the departmental editor and the DIA sub-element monitor at the beginning of the draft assembly process. The project monitor will be required to coordinate and know at all times the status of each assigned task until it leaves the lead department for publication. The project monitor will advise NISC-0001 of the anticipated draft delivery date to DIA so that suitable notation may be made in the Weekly Wire, Part 2, forty-five days in advance of delivery.

(b) Questions concerning editorial and printing procedures, for purpose of standardization and adherence to DIAM 75-1, will be adjudicated by the Technical Services Department (NISC-60) through the editorial staff collocated in each department. The editorial staff will be responsible for the editorial arts aspect of a publication while the technical content will be the primary department's responsibility. The technical editor will be responsible for editing and/or re-writing the manuscript so as to achieve effective communication with the intended audience and for the final review of the camera copy prior to its release from the department. The editorial assistant will be responsible to the editors for format guidance of typists

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engaged in the publication's effort, word processor run-off, and simultaneous insertion of illustrations and captions, and the production of camera copy. The training of typists engaged in the operation of the Center's word processors will be the responsibility of NISC-60.

(c) All products will be typed in proper format using command word processing equipment, preferably WANG. The clerical personnel will be under the supervision of NISC-60. Camera copy will be composed and layed out by NISC-60 using inputs furnished by the departmental editorial assistants. In those cases where it is necessary to use external assistance for the production of camera ready copy, the contract for the work performance will be administered by NISC-60 and shall require, as part of the deliverable item, that the manuscript be provided in a magnetic medium suitable for storage and retrieval in the NISC automated text editing system. The number of copies to be printed will be verified by NISC-60 prior to printing.

(d) Acquisition, maintenance, repair and modification of word processing equipment used by NISC-60 in the production of NISC publications will be the joint responsibility of NISC-60 and the Management Information Division (NISC-0003).

(e) Departments will submit completed draft products to NISC-0001 who will forward them to DIA (DT) for review and approval in accordance with the provisions of Chapter 9 of DIAM 75-1. Prior to DIA review, the draft product will be submitted for command review, covered by NISC Publications Routing Sheet. Responsibility for determining the inter-departmental chop list rests with the primary department. As a minimum, all contributing departments, CSO and NISC-0001 will be placed on the review/chop list. Upon incorporation of DIA's comments, as appropriate, the product will be forwarded to NISC-60 for camera copy preparation, printing and dissemination. When page numbers have been established, the project monitor will prepare and submit to NISC-0001 a DIA Form 118 (Releasability Statement) for forwarding to DIA. An Abstract of Significant Production form for the product will also be submitted at this time for inclusion in the NAVSTIR.

(2) Review and approval:

(a) For purposes of DIA review, S&T intelligence publications are placed in one of two groups:

1. Group I products must be submitted formally to DIA (DT-3) for review and approval by sub-element monitors.

2. Group II products must be reviewed by DIA but are published with departmental (Service) approval.

(b) Responsibility for approval of Group II products has been delegated to the Commanding Officer. This demands that the highest standards of quality control be maintained in producing a fully coordinated and integrated product which reflects the command position.

(c) Due dates established in the approval production schedule may be changed only through official correspondence between NISC-0001 and DIA. NISC-60 must participate in any production slippage in order to minimize impact on the approved production schedule. Revisions to the annual

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production schedule must be supported in detail. Generally, the only acceptable rationale for a slippage is significant changes in available resources, or unprogrammed quick-response (crisis) requirements.

(d) To ensure coordination, departments will designate a production coordinator whose functions will include close liaison with the Production and Tasking Division (NISC-0001). Production meetings will be held as required between departmental coordinators and NISC-0001 to review the status of products, determine whether the production milestones are being met as scheduled, and to recommend remedial action as appropriate.

(3) Project control status of production:

(a) As updates to the Catalog of Approved Scientific and Technical Intelligence Tasks (CAST) are received, the Production and Tasking Division (NISC-0001) will issue project numbers to each task requiring primary or support action by NISC.

(b) Upon promulgation of the annual S&T Intelligence Production Schedule, NISC-0001 will assign appropriate point work orders indicating the primary department and due dates for submission of the draft manuscript. Tasks involving NISC support to another agency will have only the basic continuing number entered in the system indicating the support to be provided. Print dates for publications will conform to the DIA scheduled dissemination date.

(c) When internal support is required, an Inter-departmental Support Task (IST) providing details of support and due dates required by the primary department will be forwarded by the department.

c. Action: To ensure that production deadlines are met and that quality control is maintained, NISC departments, with NISC-0001 assistance, will develop management procedures to provide for:

(1) Realistic assessment of production resources available to meet annual schedule requirements.

(2) A reflection of this assessment in responding to proposed DIA schedules.

(3) Continuous review of each product, in coordination with DIA monitors, to determine the extent of change or update required and the most efficient production technique or format to employ in maintaining the product. Recommendations for the cancellation of redundant, obsolete or minimal interest publications will also be considered.

(4) Identification of production problem areas and the application of timely remedial measures to prevent production slippages.

#### 402.8 NAVY TACTICAL WARFARE PUBLICATIONS (NWP)

a. NWP-0 assigns production responsibility for the NWP-12 Series of publications to the Director of Naval Intelligence. NISC specific requirements include the following:

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ABSTRACTS OF SIGNIFICANT PRODUCTION

Soviet Arctic Research (U)

DST-1560S-34-81

PT-1560-02-01L

JUNE 1981

SECRET-NOFORN Publication

Dissemination Date: 14 June 1981

(U) This publication is a summary of Soviet Arctic research programs conducted by drifting ice stations, High Latitude Air Expeditions (HLAE), and Soviet Arctic research ships. These programs cover a large variety of disciplines such as the location and development of natural resources, oceanography, geology, geophysics, glaciology, meteorology, sea ice studies, polar medicine, and the preparation of maps and charts for surface and subsurface navigation. The purpose of these programs is to unlock the vast economic and strategic potential of the Arctic for the Soviet Union by developing the Northern Sea Route (NSR).

(EXAMPLE ONLY)

Figure 4-2

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UNCLASSIFIED

NISC WEEKLY WIRE CLASSIFICATION HISTORY AND FOREIGN  
DISCLOSURE RECOMMENDATION

WEEKLY WIRE NO: \_\_\_\_\_ PARA NO: \_\_\_\_\_ DTG: \_\_\_\_\_

Title of Article: ( ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 1. ( ) Basis for Security Classification of Article:

Derivative  Multiple Sources  NISC Original  
 Other (identify) \_\_\_\_\_

## 2. ( ) Source of information used:

Proprietary  Third country (identify) \_\_\_\_\_  Navy \_\_\_\_\_  
 No contract

Attache(U.S., et al) \_\_\_\_\_  Other (identify) \_\_\_\_\_

## 3. ( ) Type of information used: (e.g., PHOTINT, HUMINT, etc.,)

Decompartimented  Sanitized  Open source

## 4. ( ) FOREIGN DISCLOSURE:

Releasable (NIC will specify nations)

Not releasable

Recommend release to: \_\_\_\_\_

Originator precludes release

Sanitization authorized (instructions in remarks)

5. ( ) Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authors: \_\_\_\_\_

Approved: \_\_\_\_\_  
OFFICE SIGNATURE DATE

UNCLASSIFIED

Figure 4-3

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# SMALL CONFERENCE ROOM

## STANDARD CONFIGURATION

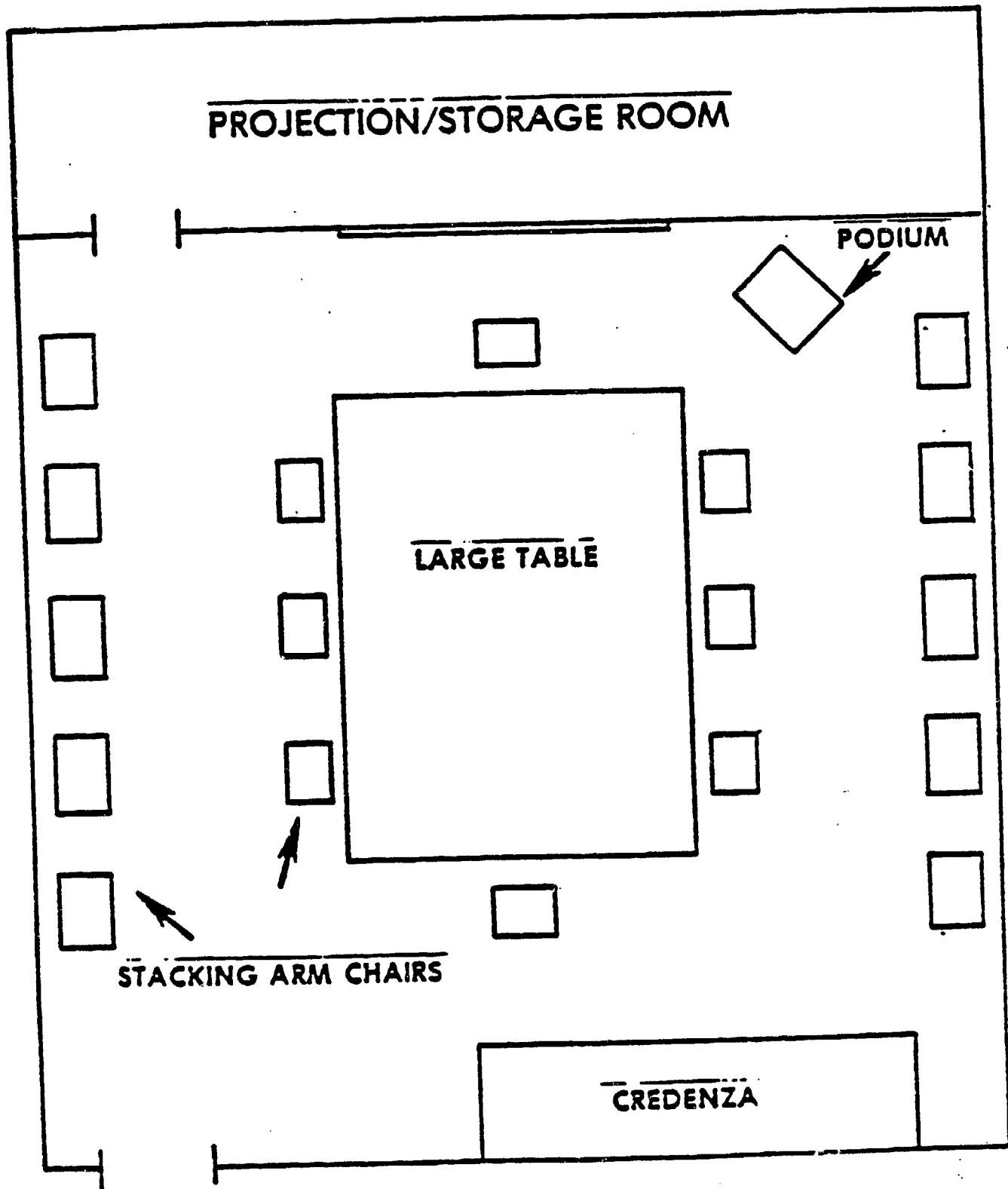


Figure 4-4

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# LARGE CONFERENCE ROOM STANDARD CONFIGURATION

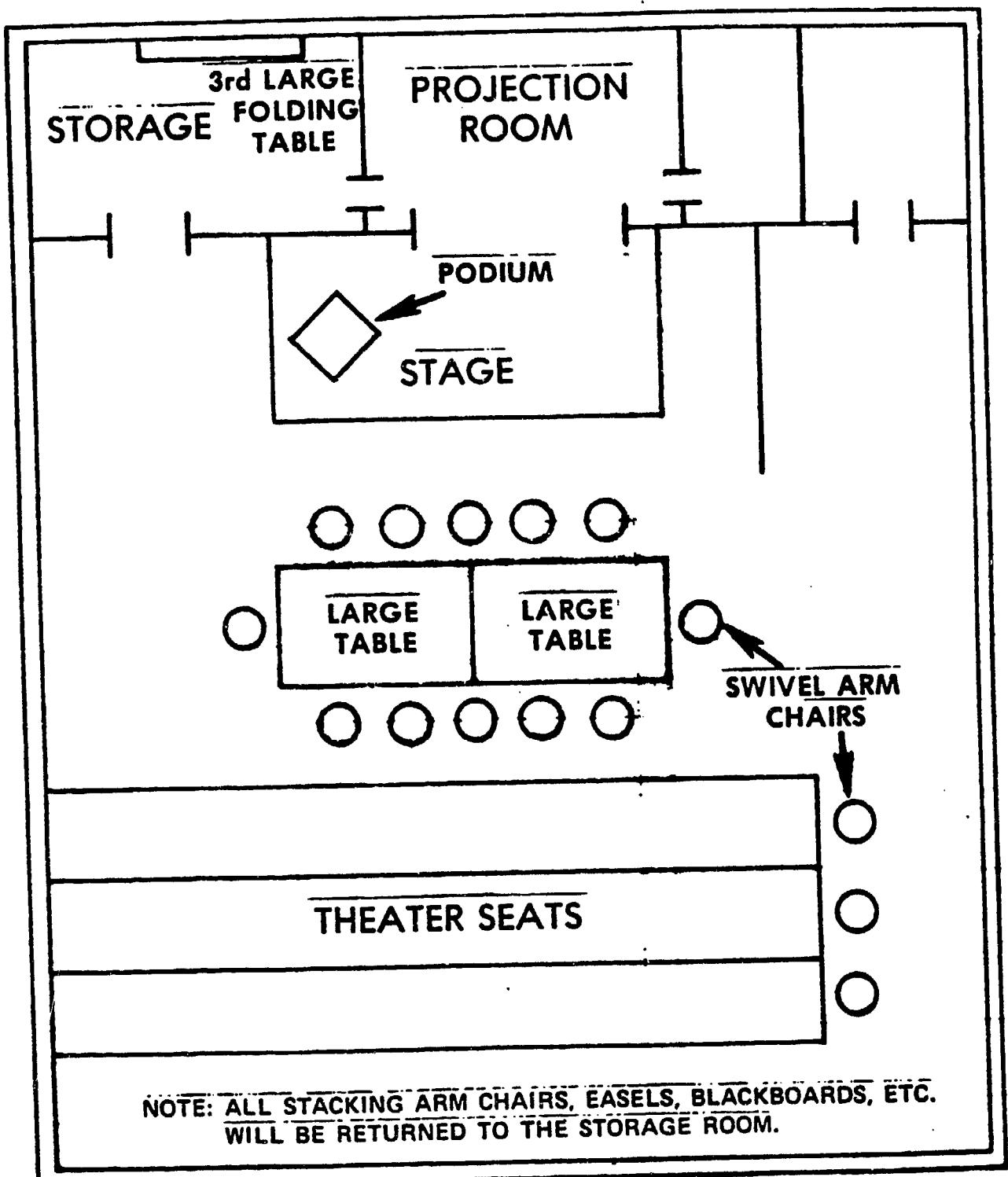


Figure 4-5

## 403. AD HOC PRODUCTION

The Production and Tasking Division (NISC-0001) is the focal point for processing ad hoc taskings. These taskings are received from NIC via Production Tasking Forms or directly from various activities by messages, correspondence, memos and telephone. If NISC is an info addressee on an action message or correspondence, NISC-0001 will assign anticipatory action prior to receiving NIC tasking. Upon receipt of a request, NISC-0001 assigns action to a staff/department, indicates supporting department(s), and assigns the due date. NISC-0001 will assign the project number and other basic data required by the IRMS. A specific due date is assigned to all projects. A continuing due date may also be assigned to large scale projects in which NISC provides support to the consumer as data are received and analyzed, for which no specific milestones are established or required; however, these continuing numbers should be kept to a minimum. The due date appearing on the project task sheet is the date by which the completed response must be mailed or transmitted. Any changes to the assigned due date must be approved by NISC-000.

Unless otherwise advised, the action department will forward the requested information directly to the originator. The action department retains responsibility for maintaining an "Audit-Trail" on all tasking until the finished product is enroute.

a. Due Date Assignment: The following guidelines are used by NISC-0001 for assignment of due dates:

(1) Originator requests specific due date - NISC-0001 will retard internal due date to provide for mail delivery in time to meet originator's due date as follows:

<u>ORIGINATOR</u>	<u>NISC DUE DATE*</u>
OPNAV/NIC/CBN/Other Washington Area Commands	X minus one working day
East Coast Commands	X minus two working days
West Coast Commands	X minus three working days
EUR/Hawaii/WESTPAC Commands	X minus four working days

\*Originator's requested due date = X

(2) Originator's request passed via message - if no specific due date requested, NISC-0001 will assign NISC due date in accordance with the message precedence as follows:

<u>PRECEDENCE</u>	<u>NISC DUE DATE</u>
Immediate	Same day
Priority	Three working days
Routine	Ten working days

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(3) On correspondence other than messages, if originator does not request specific due date - NISC-0001 will consult with department to establish reasonable NISC due date or 10 working days from receipt of correspondence, as specified by DNI Instruction 5216.2D may be assigned for task completion.

(4) As a general rule, NISC-0001 will avoid assigning a due date falling on Friday to any project requiring a message or letter response to the originator.

b. Extensions of Due Dates: Departments are required to make every effort to complete the required action by the originator's requested due date. No due dates on tasks originating outside NISC will be slipped unless the originator is formally notified via message, letter, telephone, or memo as appropriate of NISC's inability to perform the task by the date requested and the new estimated completion date provided.

(1) Message Request: In the event that action cannot be completed by the assigned date, an interim reply will be made. When an interim reply is made, a new due date will be provided. The interim reply should be prepared and transmitted not later than the originator's requested due date.

(2) Correspondence: If the task cannot be completed by the requested date, departments/staff will negotiate a revised due date directly with the requestor. (Reference: NAVINTCOMINST 3890.1B)

(3) NISC-000 will not normally approve extension of the originator's requested due date without some indication that an interim response has been made, is being prepared, or is not required.

c. Chop List for Responses: It is the responsibility of the department/staff originating the response to coordinate the product with other appropriate department/staff elements.

d. Closing Out Assigned Tasks: It is the responsibility of the action department/staff elements to expeditiously close out all tasks assigned a NISC project number upon their completion. The procedures outlined below should be adhered to in order to maintain an accurate status of all NISC projects:

(1) Completed Tasking: Action departments submit IRMS project completion forms as soon as possible. The serial number, DTG, TCS, or other identifying number along with the date transmitted/mailed will be noted on the IRMS completion form.

(2) Cancelled Tasking: In the event a tasking is cancelled, department/staff elements are required to submit an IRMS Form 2 for approval giving specific justification/details including persons contacted and dates.

e. Assignment of Priorities: NISC-0001 will review each quick response tasking upon its receipt, determine its urgency, and assign a recommended priority in accordance with the following:

"A" (Urgent) - These projects are of the highest priority.

"B" (Priority) - These projects essential to national/Navy operational and planning requirements.

"C" (Routine) - These projects substantially improve existing information and/or Navy effectiveness, and are to be expedited consistent with efficient employment of personnel and facilities.

"H" (Hard) - These projects must meet the assigned due date to the time criticality of the request. "H" priorities which cannot be satisfied in the time allotted will be brought to the personal attention of NISC-000 prior to negotiating a revised due date.

"Blank" - No priority assigned.

#### 404. CONFERENCES AND MEETINGS

a. This section promulgates procedures for the use of command conference facilities. It covers those facilities designated as the Large Conference Room, Medium Conference Room, Small Conference Room, and Management Information Center (MIC).

b. The following procedures will be followed for the scheduling and use of NISC conference facilities:

(1) The schedule for the Large and Small Conference Rooms and the MIC is controlled by the Production and Tasking Branch (NISC-0001B). Conference facilities will be scheduled by date and time period on a first come, first served basis. Pre-emption of the schedule will occur only at the direction of the Commanding Officer. NISC-0001B should be notified of cancellations in a timely manner. As the MIC is designed to support the management element of NISC, it will normally be available only to the Commanding Officer, Executive Officer, Technical Director, and Department/Staff Element Heads.

(2) The Large, Medium, and Small Conference Rooms and the MIC are certified for all-source briefings and discussions. The outer door to the Large/Small Conference Room complex will be secured whenever properly cleared personnel are not present in the complex. Access to the complex can be obtained by contacting NISC outside security. It is the responsibility of the individual or department scheduling a conference facility to ensure that all persons in attendance are properly cleared for the material being briefed or discussed.

(3) Individuals or departments scheduling the Large/Small Conference facilities are responsible for setting up the desired seating arrangement and returning the rooms to the standard configuration after use as shown in figures 4-4 and 4-5. All trash (coffee cups, soda cans, etc.) will be placed in the trash receptacles provided.

(4) Vugraph, carousel 35MM slide, and 16MM motion picture projectors are available for use in each conference room. Individuals or departments scheduling the facilities are responsible for providing their own projection equipment operators (remote controls for the carousel 35MM projectors are available). The projection equipment is pre-set for optimum performance, and

will not be removed from the pre-set position. Unqualified personnel will not attempt to repair or replace inoperable equipment. The number to call to obtain the services of a qualified technician will be clearly posted in each projection room.

c. The following responsibilities are assigned to the departments/staff elements indicated for the operation and maintenance of the NISC conference facilities covered by this section:

(1) NISC-0001B - provide general oversight of and schedule the designated facilities.

(2) NISC-60 - provide routine on-board maintenance of the projection equipment. Arrange for outside repair of equipment which is beyond the capability of on-board maintenance personnel to perform. Maintain adequate spares to ensure that the designed projection capability is maintained at all times.

(3) NISC-CSP - provide for routine cleaning of the conference facilities by GSA personnel on a daily basis, and special cleaning (rugs, drapes, etc.) as required. Prepare and monitor work requests for alterations/repairs to conference facilities other than projection equipment as required.

#### 404.1. COORDINATION OF AND REPRESENTATION AT NISC BRIEFINGS

a. NISC is frequently tasked to present briefings to high-level audiences for whom more than one NISC department is required to provide an input or briefer. A single senior NISC representative may be appointed for each such briefing. NISC-000 will coordinate the dry run, attend the presentation to ensure that the naval intelligence position is clearly defined, coordinate any follow-up action required, and provide a complete debrief to the Commanding Officer and others, as appropriate. This requirement also exists for the department head in cases where an analyst or analysts from a single department is briefing a high-level audience outside the Naval Intelligence Command.

b. "High-level audience" should be construed to mean that which includes flag rank or civilian equivalent attendees. Audiences which meet this criterion are CEB, CEP, DDR&E, OPNAV and CNM flag officers, fleet CINCs, Service War Colleges, etc. This list is not all inclusive and requirements for provision of a command representative will be levied on a case-by-case basis.

c. Concurrent with the dry run, a senior NISC representative will be assigned to attend briefings meeting the criteria outlined above. This representative may be the Commanding Officer, Executive Officer, Technical Director, department heads or deputies, or other 05/06 officers, as assigned. The assigned representative will attend all pre-briefs and the presentation itself and provide any required follow-up and debrief DNI/DDNI and the Commanding Officer, as required. All requests for "high-level briefings" will be coordinated with the Commanding Officer.

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## 405. GRAPHIC, PHOTOGRAPHIC, AND LITHOGRAPHIC/MULTIPLE COPY SUPPORT

a. Background: Capabilities available in NISC include the preparation of graphic materials for briefings, publication illustration, or other purposes, photographic support in all phases of still photography including processing, printing, actual camera work, and lithographic/electrostatic printing and copying services. The Technical Services Department (NISC-60) provides these services through Publications Division (NISC-65) and Photographic Division (NISC-64). While the capacity of these divisions is not unlimited, the capabilities of the technical personnel assigned permit accomplishment of a wide variety of services to NISC and other government agencies, as may be directed.

b. Discussion: Effective dissemination of intelligence data frequently requires the inclusion of graphic illustrations, photographs, and combinations of these forms of material in publications or use of these materials in combination with textual information in vugraph or 35mm transparency form for briefings. The provision of such materials, from conception to final product, can be only as effective as the input materials. While technical services are available to transpose data and ideas into concrete visual aids and materials, the personnel involved in the production of the final products seldom are capable or knowledgeable enough to "fill in the gaps" which might exist in originally-submitted materials. The originator must accept total responsibility for accuracy, currency, and relevancy of the final graphic, photographic, or published materials. The information which follows is intended as a guide to originators of requests for graphic/reprographic services. It is not all-inclusive; close liaison with the technicians involved in the production of final materials is a necessity and is actively encouraged.

c. Submission of Requests: All graphic/photographics requests are accepted directly by the Division/Branch involved in their production, with the provision that the requestor must provide the NISC Project Tasking Number for the project for which the materials are being requested. If materials requested are for a purpose/project for which no number has been assigned, requestors shall be required to request accomplishment of work via NISC Operations Department. NISC Operations Department will prepare required tasking paperwork, assigning a project number and overall task priority within NISC. The job request should be directed as follows:

(1) Graphics Support - Graphics Section, Publications Division (NISC-65):

(a) Includes: vugraph preparation, original illustrations, preparation of graphic matter for publication, graphic design.

(b) Requests for assistance in location of appropriate photos or illustrations, etc., should be directed to the Graphic coordinators, NISC-65.

(2) Photographic Support - Photographic Services Branch (NISC-64):

(a) Includes: photographic work of all types, classified SECRET or below.

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(b) Requestor will fill out standard Photographic Job Requests at the Production Control Desk of the Branch, with assistance if required from the Production Control Personnel.

(3) Special Photographic Support - Special Photographic Techniques Branch (NISC-642):

(a) Includes all types of photographic work classified TOP SECRET or requiring special compartmentation.

(b) Provides video recording of intelligence documentation.

(c) Requestors will fill out Standard Photographic Job Orders as indicated above.

(4) Lithographic/Electrostatic Printing/Multiple copy service and support services are provided through the Lithographics Branch (NISC-643).

(a) NISC-65 personnel are available as required to assist in determination of proper methods of preparation of materials for submission for reproduction by offset presses. Requestors are urged to contact the Printing Specialist (NISC-65A) before final preparation of materials for reproduction.

1. Typed roughs of materials requested.

2. Overlay sheets on all photographs to be annotated.

3. Suggested/desired layouts and colors (if required)

should be noted.

4. Maximum image area 7 1/2 x 9 1/2 inches.

a. Minimize textual information - increase legibility when projected.

b. Keep layouts simple - visibility and legibility enhanced.

c. Use "key words" vice phrases wherever possible.

d. Specify color only when it is necessary to provide emphasis which cannot be supplied in other ways. DO NOT USE COLOR ONLY TO PROVIDE COLOR.

5. Requests for production with less than three working days time will be "Xerox" reproductions, with diminished quality when compared to photographic reproduction, and NO COLOR CAPABILITY.

(b) Drawings and photographs for publication illustration:

1. Submit request direct to the Graphics Coordinator (NISC-65).

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2. Provide specific information concerning illustration desired.

(c) Original artwork, drawings, or design work:

1. Submit requests direct to Graphics Section (NISC-65).

2. No drawings provided larger than 20 x 24, to permit future micrographic reproduction/filing.

3. Be as specific as possible, including provision of "rough" sketches.

(5) Photographic Services (apply to NISC-641 and NISC-642) equally):

(a) Request only work that has a true, valid purpose.

(b) Review all requests to ensure that all requested photographs to be printed are of adequate quality to be of use as final products; eliminate fuzzy, grossly over - or under-exposed views, duplicate views, "might need someday" views.

(c) Reduce required numbers of prints to minimum essential; however, request total numbers on original request - resubmission tends to overload the system unnecessarily.

(d) Photographs intended for publication by NISC should not be color; when requesting copies or prints from negatives for this purpose, specify black-and-white.

(e) When materials are submitted for direct reproduction as 35mm slides, they should not exceed 11 x 14 inches. If textual materials are included and a typewriter is used to prepare the original, the original image area should not exceed 4 x 6 inches, to maintain legibility of the information when projected. Avoid "over wordiness" - use key words/phrases, maximum line count of 16 per frame. (When the format is "vertical" - if horizontal, 13 lines maximum).

(i) Be as specific as possible in preparing the job requests - particularly when several different requirements are to be met in the course of accomplishing one request.

(j) If questions exist as to feasibility, practicality, or proper materials to be requested for a job, contact NISC-64 prior to preparing final original materials or requests for photography.

#### 406. INFORMATION RESOURCE MANAGEMENT SYSTEM

The NISC Information Resource Management System (IRMS) is the primary vehicle used to provide the Commanding Officer and component departments/staff elements with management level data on key areas of concern. Successful implementation of IRMS, as outlined in reference (a), is critically dependent on strict adherence to standardized operating procedures.

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a. Responsibilities.

(1) The Operations Department. The Operations Officer (NISC-000) will serve as the IRMS Production Control Manager (PCM) as defined in references (b) and (c). As such, he serves as the command focal point for the acceptance, validation, and scheduling of all tasking received by the command. Consequently, it is imperative that departments/staff elements accept no tasking without the knowledge of the PCM. In accomplishing the Production Control responsibilities, the Operations Department will:

(a) Provide formal notification of tasking to action/support offices, via the IRMS network, within one working day of receipt. As a general rule, action will be assigned to the department/staff element that has overall responsibility for the topic area with support tasking to potential contributors, as appropriate. Support offices will not be assigned due dates, unless specified in the original tasking. It is the responsibility of the action office to determine the nature of the support requirement.

(b) Adjudicate all requests for tasking modification (FORM 2) to include changes in assignment, due date(s), and associated support requirements. Requests for modification will be reviewed by 1100 each working day and decisions made in accordance with the following:

1. Action/support assignment - the Operations Officer/Deputy Operations Officer are designated as the sole agents for the Commanding Officer to authorize modifications to assigned tasking action/support roles.

2. Due date(s) - the Production/Tasking Division (NISC-0001) shall approve routine requests for changes to due date(s), but such changes first should have been negotiated with the requestor's point of contact. If the request is of a non-routine nature, approval authority rests with the Operations/Deputy Operations Officer.

3. Approved change requests will be reflected by an automatic modification to the task in the IRMS network. Disapprovals will remain in the system unadjudicated with an "N" indicated in the FORM 2 approval block. In the case of disapprovals, the requestor should contact the Operations Department to determine the reason for disapproval.

(c) Maintain and provide, as required, relevant production control data necessary to support decision making/reporting requirements of NISC managers and other components of the intelligence community.

(d) Serve as the command focal point for the addition/deletion of project tasking codes.

(e) Develop and promulgate Production Control policy and guidance in accordance with references (b) and (c).

(2) Department/Staff Elements. Each department/staff element is responsible for establishing procedures that ensure the expeditious notification and response of cognizant action/support personnel. Specifically, departments/staff elements shall:

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(a) Take appropriate action on assigned tasking.

(b) Initiate liaison with support offices to establish the scope and schedule of the support desired.

(c) When required, submit requests for tasking modification, via the IRMS network, to the Operations Department for adjudication. In the case of routine tasking, modification requests should be submitted with adequate lead time but, in no case, less than two working days before the specified due date. Requests will be adjudicated in accordance with the procedures outlined above.

(d) Submit requests for the addition/deletion of project codes to NISC-000 via NISC-0003. These requests should be submitted by memorandum and should include an appropriate statement of justification.

References: (a) IRMS Transition Plan  
(b) IRMS Management Plan  
(c) IRMS Functional Description

#### 407. INTELLIGENCE COLLECTION REQUIREMENTS

a. The Naval Intelligence Support Center routinely has about ten Intelligence Collection Requirements (ICRs) and one-hundred Continuing Intelligence Requirements (CIRs) validated by the Defense Intelligence Agency and levied on various elements of the intelligence community. The Command also has about 314 active Source Directed Requirements (SDRs) that are levied on various sources.

b. A requirement exists to periodically review and re-write validated ICRs/CIRs to achieve the following:

(1) Eliminate satisfied requirements and re-state current requirements as one-line items.

(2) Update guidance, background, releasability, tasking, data flow, etc.

c. Source Directed Requirements are normally cancelled after source has been interviewed.

d. NISC-0001A will identify ICRs/CIRs requiring action on a monthly basis. Department heads will assign action to the cognizant divisions for review and action as indicated and return to NISC-0001A by the date requested.

#### 408. INTELLIGENCE INFORMATION REPORTS (IIR) EVALUATIONS

a. Requests for evaluation of Intelligence Information Reports (IIRs) are received from reporting agencies, Commander, Naval Intelligence Command (COMNAVINTCOM) and the Defense Intelligence Agency (DIA). The evaluation of all IIRs in response to NISC-originated Intelligence Collection Requirements (ICRs) and Source Directed Requirements (SDRs) is required. IIRs responding to NISC-originated Continuing Intelligence Requirements (CIRs) will be

evaluated when requested by the collector or when selected by COMNAVINTCOM or DIA collection managers for evaluation. Analyst's "initiative evaluations/selected by analyst" will be as determined by individual analysts. Coordination of this process is required in order to achieve consistency and completeness in all NISC evaluations of IIRs.

b. Action: The following procedures will be followed:

(1) Message Evaluations. IIR evaluations will be submitted in the message format of DD Form 1480. If message transmissions are not feasible, the hard copy version of the DD Form 1480 format will be authorized on a case-by-case basis as requested from and approved by DIA AT OPS. Guidelines include:

(a) Evaluations which contain urgent, time-sensitive information or guidance requiring expeditious transmittal to the collector will be in message format.

(b) An IIR message received in response to a NISC-originated ICR, or CIR (CIR response must request evaluation), will be evaluated in message format within 10 working days after receipt by the department that originated the requirement.

(c) Message evaluations will be prepared within 10 working days by cognizant departments on all IIRs requiring evaluation from the following sources:

1. USDAO Moscow
2. NLU Munich
3. COLOP or new reporting
4. Current high interest reporting

(d) Information addresses on all message evaluations must include COMNAVINTCOM WASHINGTON DC, DIA WASHINGTON DC//AT-OPS//, and those intermediate commands as applicable (Ref. Para 7 of DIAM 58-13).

(2) Routine Evaluations. Routine evaluations are submitted in message format unless an exception has been authorized by DIA.

(a) IIRs (with all enclosures) received on DD Form 1396 in response to a NISC-originated ICR will be submitted in message format. Responses are due within fifteen working days of the receipt of the IIRs.

(b) IIRs (with all enclosures) received on DD Form 1396 in response to a NISC-originated CIR and containing a request for evaluation will be submitted in message format. Responses are due within twenty working days of the receipt of the IIRs. (IIRs responding to NISC-originated CIRs do not require evaluation except as noted above.)

(c) IIRs selected by COMNAVINTCOM or DIA collection managers will be evaluated as requested when all enclosures have been received/translated as required.

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(d) IIRs selected by analyst (analyst initiative) will be submitted in message format in accordance with paragraph 4b(3) of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(e) An IIR in message or Form 1396 format received in response to a NISC-originated SDR will be submitted in message format when the SDR reference is followed by the parenthetical word completed and in accordance with paragraph 4a(5) and 6b(3) of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(f) Classification/declassification instructions, control markings, including paragraph releasability/disclosure, when applicable, will be entered in appropriate blocks.

(3) Departments will evaluate IIRs that respond to requirements that were originated by the department (including the completion of all entries and typing of message equivalent).

(4) The designation of a department or departments to evaluate IIRs selected by COMNAVINTCOM or DIA collection managers or collectors initiative IIRs will be determined by NISC-0001A.

(5) Evaluation of IIRs that respond to more than one NISC-originated requirement:

(a) Departments will evaluate only those portions of an IIR that respond to the department's originated requirements except as noted in paragraphs 6a,b and c of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(6) If an IIR is not under the department's cognizance or misdirected, return it to NISC-0001A indicating reason.

(7) All evaluations will be forwarded via NISC-0001A for control and accountability.

(8) Release Authority:

(a) Evaluations containing highly laudatory or derogatory comments will be forwarded via NISC-000 for the Commanding Officer's signature.

(b) Departments will release message evaluations except as noted above.

(c) Evaluations requiring releasability/disclosure approval (see paragraphs 4 and 5 of COMNAVINTCOMINST 3820.6 series and para 6c(19) of enclosure (1) to COMNAVINTCOMINST 3820.6) will be forwarded via NISC-0001A for classification, review, control and accountability prior to release.

(9) Format:

(a) Message evaluations will be prepared as outlined in enclosure (1) to COMNAVINTCOMINST 3820.6 series.

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(b) Analysts are encouraged to perform composite evaluations (two or more IIRs) if the IIRS conform to all the requirements set forth in paragraph 6b of enclosure (1) to COMNAVINTCOMINST 3820.6 series.

(c) "Of No Value" evaluations are discouraged. Such evaluations must be fully substantiated prior to release.

#### 409. COMMAND HISTORY

a. In order to coordinate all NISC historical matters, the position of NISC Historian has been established. The primary duties of the NISC Historian will be to coordinate the inputs for the preparation of the annual Command History, as required by OPNAVINST 5750.12B, collect other NISC historical material of importance and to establish and maintain a NISC historical data base. The position of Historian is assigned as a collateral duty. All historical matters pertaining to NISC and its predecessors are to be coordinated with the NISC Historian.

b. The focus of the NISC command history should be centered around those activities that relate to the command's primary mission or program. Each office/department is however, encouraged to be resourceful in developing those occurrences within its functional area so as to provide meaningful inputs to the Command History.

c. The following General and Specific instructions will serve as guidelines to each NISC office/department as to what is expected as each contributes to the Command History effort.

##### (1) General:

(a) Each department will designate an individual to serve as Department Historian and provide the Command Historian with the name of that person.

(b) Each Department Historian will coordinate as necessary, to insure that all functions activities within that department are evaluated to determine the suitability of such development as a NISC Command History item. The art of being brief, concise and to-the-point will be exercised throughout the report.

(c) Submissions for the Command History or historical data base may be made at anytime considered appropriate. However, annual departmental submissions are required to the Command Historian not later than 1 February of the following year.

##### (2) Specifics:

(a) Executive Officer (NISC-01): This office will provide, at a minimum, a photograph and biography of the Commanding Officer, and other photographs and biographies as deemed appropriate for the Command History. A narrative command mission summary statement will also be furnished by this office. Finally, a recognition statement from the Commanding Officer to all NISC employees during the year covered.

(b) Operations Department (NISC-000): This department will provide the Command Historian with copies of schedules of all NISC significant meetings and briefings to include changes as they occur.

(c) Office of Foreign Materiel (NISC-OFM): This office will, by 1 February, in addition to its regular submission provide the Command Historian with a list of significant foreign materiels exploited or approved for exploitation during the preceeding year.

(d) Resource Management/Comptroller (NISC-OOR): This office will, by 1 February, in addition to its regular submission for the Command History, provide the following:

1. The amount of the NISC operating budget for the previous calendar year - being as specific as allowable under the overall document classification restriction of SECRET.

2. A depiction of the military and civilian manpower structure for the beginning and end of the previous calendar year. A breakdown by office/department that equals to the command total strength is desirable.

(e) Naval Warfare Capabilities Department (NISC-OOW): This department will, in addition to its regular input to the Command History submit by 1 February, threat assessments and a complete list of all Weekly Wires published by NISC in the preceeding calendar year. This list should be broken down by Wire Number and within each Wire by title and author.

(f) Technical Services Department (NISC-60): This department will, in addition to its regular Command History input, submit by 15 February of each succeeding year, the following:

1. A complete list of all publications produced by NISC during the preceeding calendar year for inclusion as an appendix in the Command History. The list shuld be broken down by categories of publications, i.e., Threat Assessments, Books, NAVSTIR articles (arranged by issue), Naval Intelligence Technical Summaries (NITS), Case studies, and any other applicable categories. Only long titles, followed by short titles, of the publication should be included.

2. One set of photographs of all major NISC functions.

- |                                |                               |
|--------------------------------|-------------------------------|
| - Change of Command Ceremonies | - Ropeway Events              |
| - Christmas Social/Party       | - Other events as appropriate |

3. Graphic support as required.

(g) Questions pertaining to NISC historical matters should be referred to the Command Historian for resolution.

#### 409.1 COMMAND HISTORY FORMAT

The format below should be closely adhered to. If there are sections that do not apply, enter to work "(NONE)" for that section. For example, "III PERSONNEL CHANGES - "(NONE)"."

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DEPARTMENT'S NAME, CENTERED, UNDERLINED, W/SUFFIX (NISC-XX/X)

(3 spaces)

A. DEPARTMENT'S SUFFIX MISSION (Example: NISC-XX/X's MISSION:)

(2 spaces)

(Start here with (U), (C), or (S) for classification, then continue on line with the Department's Mission as depicted in the current NORM).

(3 spaces from last line of entry)

DIVISION'S NAME: Example: POP CONTROL DIVISION'S MISSION (NISC-XY/Z):

(2 spaces)

(Start here (as above w/Department's Mission), with the Mission of the first Division of that Department as listed in the NORM. The remaining Divisions in that Department should follow in the same order and format. All three (3) spaces between the last Division entry line and the next Division's Name).

## B. DEPARTMENTAL BRIEFING/CONFERENCES ATTENDED (include only the classification and subject of the briefing/conference, the date of occurrence, the NISC and/or VIP person(s) who attended and the locations of the event using the following format).

## 1. BRIEFINGS:

<u>Class/Subject</u>	<u>Date</u>	<u>Attendees/Briefings</u>	<u>Location</u>
----------------------	-------------	----------------------------	-----------------

## 2. CONFERENCES:

<u>Class/Subject</u>	<u>Date</u>	<u>Attendees/Briefings</u>	<u>Location</u>
----------------------	-------------	----------------------------	-----------------

## C. PERSONNEL CHANGES (Include only Department, Assistant Department and Division Head changes, using the following format).

<u>Person(s) Involved</u>	<u>Type of Change</u>	<u>Date</u>
---------------------------	-----------------------	-------------

Name: \_\_\_\_\_

Rank/Grade: \_\_\_\_\_

Position: \_\_\_\_\_

## D. PUBLICATIONS

1. Each Department Historian will insure that all publications produced by that department are registered with NISC-60 for inclusion in the publications appendix (A) to the annual history. Only in those cases where such publications are not listed by NISC-60, for whatever reason, will they be listed in the departmental submission.

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2. NISC's publication list should include, as a minimum and by title only, the following:

- a. WEEKLY WIRE ARTICLES
- b. NAVY SCIENTIFIC AND TECHNICAL INTELLIGENCE ARTICLES
- c. BOOKS (add short title to listing)
- d. MISCELLANEOUS (can include such items as papers prepared for briefing/conferences, etc.)

E. **TECHNICAL ANALYTICAL OR PRODUCTION ACCOMPLISHMENTS OF THE DEPARTMENT** (Listing in A., B., C., etc., order, preface the statement of accomplishment with the security classification (U), (C), or (S) as appropriate. Each entry should be a brief clear statement as to what, where, when and/or how an event occurred during the covered period). Use the most appropriate a. or b. format examples as most appropriate.

a. **TECHNICAL ANALYTICAL OR PRODUCTION ACCOMPLISHMENTS**

(U) (NISC-XYZ discovered on 4 July another naval fire works test facility in the Far East. This finding was in support of the U.S. Holiday project "Independence Day").

b. **ABSTRACTS OF SIGNIFICANT PRODUCTION**

TITLE: \_\_\_\_\_

TASK NO. (if any): \_\_\_\_\_

SHORT TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

CLASSIFICATION (to include releasability): \_\_\_\_\_

ABSTRACT (no higher than SECRET): \_\_\_\_\_

DATE OF DISSEMINATION:

F. **SPECIAL AWARDS RECEIVED BY THE DEPARTMENT OR INDIVIDUALS THERE IN:**

(List Department/Individuals name, type of award and date using the A., B., C., format as in E. above. DO NOT include such as length-of-service awards).

G. **MISCELLANEOUS** (Include illnesses, deaths of personnel and any other matters deemed important that do not fit into the topics previously mentioned. USE the A., B., C., format here as in E. and F. above).

## **CHAPTER 5**

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## CHAPTER 5

## SPECIAL ACTIVITIES

## 500. NAVY TECHNOLOGY TRANSFER PROGRAM

a. Background: OPNAVINST 5510.156 initiated the Navy Technology Transfer Program to support a national level effort to restrict the transfer of critical technology to potential adversaries. OPNAVINST 5510.156 assigned the Chief of Naval Material the responsibility for maintaining a comprehensive technical data base. This instruction further states that the Director of Naval Intelligence will provide intelligence assessments including identification of gaps in potential adversary technological development.

b. Discussion: The responsibility for coordination of the NISC technology transfer program is assigned to the Naval Technology Department (NISC-10).

## (1) NISC-10 will:

(a) Act as the focal point of technology transfer tasking received by the command.

(b) Provide overall coordination of NISC's OPNAV/NAVMAT-funded Military Critical Technology contract studies.

(c) Serve as the alternate member to DCI's Technology Transfer Intelligence Committee.

(d) Coordinate NISC representation on committees such as COMEX, EXCON, TTIC-DBWG, STIC-CPWG, ONI Technology Transfer Coordinate Committee, and Technology Transfer meetings, briefings, etc.

(e) Develop and maintain a technology transfer data base, including foreign technology availability data based on militarily critical technologies.

(f) Identify and report potential transfers of high technology equipment, with possibly detrimental consequences to the U.S., through appropriate naval channels.

(g) Maintain liaison with other agencies and services involved in assessing the impact which of transfers of militarily critical technologies to foreign countries.

## (2) NISC line departments and staff elements will:

(a) Build and maintain analyst files for their specific technology areas which include examples of technology transfer, world leadership, foreign availability, and examples of reverse technology transfer.

(b) Respond to tasking from NISC-10 upon request.

(c) Establish a central point of contact for technology transfer matters.

(d) Notify NISC-QFM Technology Transfer Office of actual or anticipated transfers of hi-tech equipment to potential adversaries or known "pass-through" nations.

## 501. PRECIOUS METAL RECOVERY PROGRAM (PMRP)

NAVINTCOMINST 4570.1A and NAVSUPINST 4570.23 implemented the provisions of DOD Directive 4160.22 and established a program within the Navy for the collection and utilization of precious metals (gold, silver, and the platinum family which includes platinum, iridium, rhodium, osmium and ruthenium) contained in residual material and scrap generated by Navy activities. The Navy program is an extension of the DOD PMRP which is an expansion of the DOD Silver Recovery Program previously administered by the Naval Ordnance Systems Command. The Defense Logistics Agency (DLA) has since been designated the DOD manager for the expanded program, relieving the Naval Ordnance Systems Command on 1 October 1974. Under the DLA, the Defense Property Disposal Service (DPDS-RP Federal Center, Battle Creek, MI 49016, is responsible for programs associated with the collection, recovery and processing of precious metals. The Defense Industrial Supply Center (DISC) is responsible as the Commodity Integrated Material Manager, for the supply management of the refined precious metals recovered under the PMRP. It is the policy of NISC that an effective PMRP be maintained throughout the command. All NISC departments and staff elements generating precious metal-bearing excess of scrap material, or precious metal-bearing residue of chemicals or industrial operations, will participate in the PMRP.

### a. Action:

(1) The Photographic Division Head (NISC-64) is assigned the responsibility for the PMRP within NISC and is designated the PMRP Coordinator (PMRP-C) for the command.

(a) The PMRP-C shall implement, monitor and coordinate the PMRP within the command and assure the precious metals are being reclaimed and reported in accordance with applicable instructions.

(b) The PMRP-C shall act as a point of contact for the command. Any recommended changes to existing procedures should be submitted to the PMRP-C.

(2) Department heads and staff element heads will each designate a PMRP sub-coordinator to implement, monitor and coordinate all of their own internal PMRP actions. The name, code and telephone number of each PMRP sub-coordinator will be provided, in writing, to the PMRP Coordinator (NISC-64).

Additionally, each department head and staff element head concerned will be responsible for insuring that the procedures outlined below that are applicable to their particular area of responsibility are adhered to, including:

(a) Account for and turn in all precious metal-bearing items and recovered precious metals to their own particular PMRP sub-coordinator;

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(b) Operate and maintain assigned precious metals recovery equipment in facilities under their command;

(c) Those having no recovery equipment and generating only small quantities of fixing solutions will collect the spent solutions in clean five gallon plastic containers and turn it in to the NISC-64 chemical mix area when 20 or more gallons have been accumulated;

(d) Ensure that all materials collected are handled, stored and shipped in accordance with applicable security regulations;

(e) Ensure that all collected materials are shipped promptly to the Defense Property Disposal Precious Metals Recovery Office, Naval Weapons Station Earle, Colt's Neck, N.J., or other designated collection or disposal activities; and

(f) Provide the NISC PMRP Coordinator (NISC-64) with legible copies of all documents concerning each shipment.

#### 501.1 STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY PROGRAM (PMRP) WITHIN NISC-60

a. The mission of NISC-60 involves processing a variety of silver-bearing sensitized materials. The processes result in some or all of the silver being removed from the materials, predominantly by the various fixing and stabilizing solutions for photographic film and paper. The silver in those solutions must be recovered and shipped to a Defense Property Disposal Office. Another source of recoverable silver is from scrap photographic film and paper. Scrap photographic film and paper will be shredded and stored in containers suitable for bulk shipment to a designated Defense Property Disposal Office.

b. These standard operating procedures specify the responsibilities of NISC-60 personnel, methods and procedures to be followed and records to be maintained relative to the operation of the silver recovery program for chemicals and scrap photographic film and paper.

c. Responsibilities:

(1) NISC-64:

(a) Direct coordination of NIC PMRP in accordance with NAVINTCOMINST 4570.1A.

(b) Establish and direct implementation of silver recovery operations from photographic chemistry in accordance with procedures outlined herein.

(c) Comply with specifications of NAVSUPINST 4570.22 to insure secure shipment of recovered silver and/or silver-bearing scrap as directed by DPDS.

(2) NISC-64C (Support Coordination):

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(a) A supply of replacement cartridges will be maintained in the NISC-64 Chemical Mix Area. A replacement will be issued upon receipt of a filled one. The filled cartridges will be stored for safekeeping in the NISC-64 area until shipment.

(b) The Kodak 1P Silver Recovery Cartridge(s), furnished by DPDO, will be rigged to a holding tank.

(c) NISC-64C will activate this system when sufficient volume of chemistry has been collected, per manufacturer's recommendations. In general, an accumulation of at least 25 gallons of the effluent is considered desirable; the cartridges must be monitored frequently when in operation. Cartridges are not intended to be capable of handling 200 gallons of these effluents, or approximately four months supply, whichever occurs first.

(d) Cartridges are serial-numbered by the manufacturer; a record will be maintained of those received, dates of installation/removal and dates shipped to DPDO. (Figure 5-4 is a sample letter to be used when requesting shipping instructions.)

(e) NISC-64 will originate the required correspondence to effect shipment and acquisition of replacement cartridges. Copies of shipping documents and all associated correspondence will be retained on file for at least three years.

(4) Scrap photographic film and paper recovery:

(a) Scrap photographic film and paper will be shredded and stored in containers suitable for bulk shipment. When approximately 2000 lbs. of shredded materials have been collected NISC-64C will notify NISC-64, who will obtain disposition instruction from Defense Property Disposal Service (DPDS). When shipping instructions and fund cite are received, the scrap material will be shipped as directed by DPDS.

(b) The disposition instructions, shipping documents and other pertinent documentation relevant to scrap photographic film and paper will be maintained within NISC-64 for at least three years.

501.2 STANDARD OPERATING PROCEDURES FOR FILM DESTRUCTION AND PRECIOUS METAL RECOVERY WITHIN NISC-70

a. Film selected for destruction is listed on an appropriate Film Destruction Record Form. This destruction record identifies all material being destroyed by a specific control number which is assigned by the originator prior to being received by NISC-70. This number provides an effective control system that will furnish an audit trail that can be traced if necessary.

b. After the film is inventoried and listed on the Film Destruction Record Form, it is placed in cardboard boxes and sealed in accordance with applicable security requirements.

c. The boxes are placed on pallets (approximately 30-35 boxes per pallet) and secured with polyethylene straps.

d. A courier receipt is prepared identifying the originator and number of sealed boxes being transferred to DIA (RTS-4B) for subsequent delivery to Naval Weapons Station - Earle for destruction and silver recovery.

e. Arrangements for the transfer of this material is made with DIA (RTS-4B) at phone number 695-9482.

#### 501.3 STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY WITHIN NISC-20

a. NISC-20 will normally turn in excess/scrap precious metal bearing materials (printed circuit boards, cable connectors, voltage regulators, etc.) to the servicing Defense Property Disposal Officer in accordance with procedures specified by NAVINTCOMINST 4570.10. Shipments will include any available information pertaining to the precious metals content (i.e., metal type, quantity, location) and will clearly identify material (i.e., printed circuit board, manufacturer and part number, silver/gold content, etc.). All reasonable care will be taken in the packing of materials for shipment so as to minimize the possibility of theft or loss through container damage. The shipments will be made when warranted by accumulation of materials.

b. When the accumulation of materials warrants shipment, it will be sent to the NISC mailroom to be shipped by registered mail to the appropriate destination, thereby furnishing an audit trail that can be traced if necessary.

#### 501.4. STANDARD OPERATING PROCEDURES FOR PRECIOUS METAL RECOVERY WITHIN NISC-10 .

a. Prepare material inventory and announce to RDT&E and intelligence community of OFM intent to destroy material.

b. Review any requests for material and as appropriate forward material to requestor. Maintain a record of receipt file for material thus forwarded.

c. When no further interest is indicated, contact respective Property Disposal Office (PDO) Brandywine, Maryland, concerning disposal of foreign material. Prepare Form 1348-1 (Listing of Material to be Disposed of) and forwarded to PDO. Indicate "DEMILITARIZATION REQUIRED" and declassify material accordingly, including removal of any serial numbers or identification markings.

d. Contact Washington Navy Yard, Building 216, Code 414, telephone number 433-3121 and arrange transportation. Prepare memo to NISC-OOR indicating shipping requirements (cost, type of truck and days desired). NISC-OOR will complete Form 140 and forward to Washington Navy Yard.

e. Advise PDO of scheduled delivery date.

f. Provide NISC-OOR a copy of delivery receipt to indicate completed action Figure 5-5 pertains.

g. Maintain an up-to-date inventory of material retained at OFM beyond the normal exploitation period. Figure 5-6 pertains.

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CERTIFICATE # \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL RECOVERED

(POUNDS)

(OUNCES)

PRINTED NAME OF TECHNICIAN:

SEALED & DELIVERED TO NISC-64:

(SIGNED) \_\_\_\_\_

(TECHNICIAN)

PRINTED NAME OF WITNESSING OFFICER:

(SIGNED) \_\_\_\_\_

I HAVE RECEIVED THE ABOVE QUANTITY OF SILVER  
FLAKE FOR SAFEKEEPING/SHIPMENT:

\_\_\_\_\_ (NISC-64)

DATE: \_\_\_\_\_

COPY TO:

NISC-60 DATE: \_\_\_\_\_

INITIAL: \_\_\_\_\_

Figure 5-2

(TO BE PRINTED ON COMMAND LETTERHEAD)

4160  
Ser 60/xxxx  
(date)

From: Commanding Officer, Naval Intelligence Support Center  
To: Commanding Officer, Naval Weapons Station - Earle (ATTN: Defense Precious Metals Recovery Office (DPDM-R))

Subj: SHIPMENT OF RECOVERED SILVER FLAKE

Ref: (a) DoD INST 4160.21M

1. Per reference (a), shipping instructions and fund cite are requested for 6,200 grams silver flake.

A. P. SAMPLE  
By direction

Figure 5-3

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(TO BE PRINTED ON COMMAND LETTERHEAD)

4160  
Ser 60/xxxx  
(date)

From: Commanding Officer, Naval Intelligence Support Center  
To: Headquarters, Defense Property Disposal Service, DPDS-RP, Federal  
Center, Battle Creek, MI 49016

Subj: SHIPMENT OF EXHAUSTED SILVER RECOVERY CARTRIDGES

Ref: (a) DOD INST 4160.21M

1. Per reference (a), shipping instructions and fund cite are requested for seventeen Kodak Model 1P Silver Recovery Cartridges.
2. Serial numbers of the cartridges are as follows:

28973	30057	245594	245799
26409	245679	245593	352895
245607	245668	454682	343399
18427	202994	245657	335736
			335778

A. P. SAMPLE  
By direction

Figure 5-4

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TRANSFER/RECEIPT FORM FOR PRECIOUS METAL RECOVERY PROGRAM

NFMP CONTROL NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

From: NFMP Project Manager, Naval Intelligence Support Center  
To: Property Disposal Office \_\_\_\_\_

Ref: (a) NISCINST 3120.1

1. In accordance with reference (a), a total of \_\_\_\_\_ of  
precious metal is delivered.

Witnessing Officer Signature

NFMP Project Manager Signature

Printed Name

Printed Name

Date \_\_\_\_\_

From: Property Disposal Office  
To: NFMP Project Manager, Naval Intelligence Support Center1. I acknowledge receipt for the above quantity of precious metal from NFMP  
this date.

Signature Property Disposal Office

Printed Name

Copy to:  
NISC-60  
NISC-OOR  
NISC-OOO

Figure 5-5

NISCIINST 3120.1A

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**NFMP PRECIOUS METAL IN-HOUSE COLLECTION LOG**

Figure 5-6

## CHAPTER 6

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## CHAPTER 6

## REGULATIONS AND ADMINISTRATION

## 600. MANNING

The Manpower Authorization for NISC is promulgated by the Chief of Naval Operations and expresses in detail the quantity and skills of military and civilian personnel to be assigned to NISC. The Manpower Authorization is maintained by NISC-OSP for civilian personnel and NISC-OSP2 for military personnel. All requested changes to the Manpower Authorization shall be submitted to NISC-OSP (civilian personnel) and NISC-OSP2 (military personnel) for appropriate review and submission per OPNAVINST 1000.16 to Chief of Naval Operations (CNO) via Commander, Naval Intelligence Command (COMNAVINTCOM). COMNAVINTCOM, as the Manpower Claimant, performs final review of all change requests and forwards those requests recommended for approval to CNO with appropriate recommendations including comments concerning the applicability and availability of compensation.

## 601. UNIFORM POLICY AND DRESS CODE

a. Military Personnel.

(1) U.S. Navy Regulations (NAVPERS 1566E) is the basic directive governing the wearing of uniforms and civilian attire by naval personnel. The Commandant, Naval District Washington, D.C. is assigned responsibility for establishing and controlling uniform policies within the District and for prescribing uniforms for season, day, or special occasions which will provide the greatest uniformity of appearance as promulgated by NDWINST 1020.5 series. The Commanding Officer, Naval Intelligence Support Center prescribes the Uniform of the Day.

(2) The Service Dress Blue uniform is a basic uniform for naval officers and enlisted persons and may be prescribed year round. The Summer White uniform may be prescribed as appropriate during warm weather. The Service Dress Blue blouse may be removed while in the office and while coordinating with other offices. However, the blouse must be worn when patronizing the NIC-II Building cafeteria, barbershop, and credit union. The wearing of the vest does not eliminate the need for wearing the Service Dress Blue blouse. The white, long sleeve, soft shoulder board shirt may be worn without the Service Dress Blue blouse throughout the building. The shirt and soft shoulder boards are to be worn without ribbons or breast insignia and are not authorized for wear outdoors without the blouse.

(3) The Dungaree uniform is authorized for wear when the nature of the work to be performed would unduly soil the uniform of the day. Personnel engaged in work requiring the Dungaree uniform will normally be allowed to patronize the cafeteria, barbershop, credit union, and visit other offices or spaces in the NIC-II building as required during the working day, provided the uniform involved is not unduly soiled with grease, ink, or otherwise has become objectionable. The Dungaree uniform is not to be worn to or from work, or away from NISC except while engaged in a working party or detail on a military reservation and while in transit to or from such a working party or

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(2) NISC division, branch, and section heads will maintain cognizance of employees using the program in order to meet command production requirements.

(3) Employees may work no more than five consecutive hours before being required to take a lunch break. Lunch breaks will be taken during the middle Flexitime Time period (1130 through 1300) and must consist of no less than the authorized 30 minutes nor more than 1 1/2 hours. The normal working week is 8 hours every day, 5 days a week, Monday through Friday.

(4) Employees will be held responsible for attendance at scheduled meetings. Starting time each day for personnel on flexitime is at the discretion of the employee. However, employees should plan work hours in advance, if possible, in accordance with the office work load and computer operations. Where necessary, the supervisor is authorized to assign minimum coverage personnel from 0600 to 0930 or 1430 to 1800 if adequate coverage is not obtained through normal flexitime operations. The hours of clerical positions should usually coincide as closely as possible with those of their supervisors.

(5) All employees who take advantage of flexitime, i.e., arrive other than 0730 and depart other than 1600, will sign in each morning and out each night in the Daily Time Logs which will be provided at convenient locations. These logs will be used by authorized timekeepers to maintain the Bi-Weekly Pay Checks.

(6) Employees are responsible for the Weekly Time Recording Sheet used for production management control. These sheets will be submitted to supervisors by 0930 Monday, or in the case of holidays, Tuesday.

#### FLEXITIME PERIODS

0600		
0700		
0800	3 1/2 hours	
0900		FLEXIBLE TIME
0930		
1000	1 1/2 hours	
1100		CORE TIME
1200	2 hours	
1300		FLEXIBLE TIME
1400	1 1/2 hours	
1430		CORE TIME
1500		
1600	3 1/2 hours	
1700		FLEXIBLE TIME
1800		

CORE TIME - The hours during which all employees must be present or be charged with leave.

FLEXITIME TIME - The hours during which employees may plan their time of arrival to and departure from the office.

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## 604. OVERTIME AND COMPENSATORY TIME

a. Basic Policies

(1) Increased overtime costs and the lack of compensatory time use in lieu of overtime is a continuing problem. No person except the Commanding Officer or the Executive Officer will direct or approve overtime work which will result in overtime pay and compensatory time. Requests for authorization for overtime shall be limited to the following cases:

- (a) Urgent fleet readiness
- (b) Emergencies
- (c) Safeguarding life and property
- (d) Instances where savings can be clearly demonstrated.

(2) In application of overtime standards, employees of NISC regardless of assignment, shall be treated equally and fairly.

(3) Authorization of overtime work shall be in writing in advance of the performance of the work, except when the situation prevents prior approval, in which instance written approval will be accomplished not later than the first working day after the overtime work.

(4) Overtime work means work in excess of 8 hours in a day or in excess of 40 hours in an administrative work week that is officially ordered or approved and is performed by an employee.

(5) Overtime pay is paid at the hourly rate of one and one-half times the employee's hourly rate of basic pay. Employees whose rate of basic pay exceeds the minimum rate of GS-10 will receive overtime at the hourly rate of one and one-half times the hourly rate of basic pay at the minimum rate for GS-10. Under no condition will the aggregate rate of pay for any pay period exceed the maximum rate authorized for a GS-15.

(6) Compensatory time is time off from an employee's scheduled tour of duty instead of payment of overtime pay. It is accrued at a rate equal to the amount of time spent in overtime work.

(7) SES employees are excluded from payment of overtime or crediting of compensatory time.

(8) Employees whose basic rate of pay is more than the maximum rate of pay of GS-10 should be credited with compensatory time in lieu of overtime pay. Exceptions will require approval by the Commanding Officer and must be in the best interest of the Command.

(9) Wage grade employees will be paid overtime. All other personnel whose basic rate of pay is less than the maximum rate of pay of GS-10 have the option of choosing overtime pay or compensatory time.

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(2) Compensation for extensive or unusual working hours.

(3) Compensation for duty at any activity for which normal liberty is inadequate due to the isolated location.

(4) A traffic safety consideration for long weekends or avoidance of peak traffic periods.

k. A 96-hour liberty shall include two consecutive non-working days and shall not under any circumstances extend beyond 96 hours.

609. LEAVE (CONTINUED)

a. The authority to approve requests for routine leave is vested in line management and may be delegated only to persons in the normal line supervision. The granting of leave is a matter of administrative discretion to be determined by the employee's supervisor. In determining whether or not requests for leave shall be approved, supervisors should consider workload, the employee's work history and leave record and the amount of leave necessary to be taken to avoid forfeiture. Further, an employee may be required to take annual leave under conditions set forth in CMMI 630.

b. The procedures as outlined below shall apply to all types of leave (i.e., annual leave, sick leave, voting leave, etc.).

(1) The employee shall request leave by submitting an Application for Leave, SF-71, to his immediate supervisor for approval. Following approval, the timekeeper shall record the leave on the Time and Attendance Card.

(2) Supervisors who approve emergency leave on the basis of requests by telephone, telegraph or mail, prior to the employee's return, will be responsible for reporting such leave to the timekeeper for recording. In those instances where the supervisor withholds approval disapproval of emergency leave until the employee returns to duty, the supervisor will keep the timekeeper informed of the employee's status.

(3) In cases of minor emergencies, employees must notify their immediate supervisors one hour after the beginning of the workday as to leave status. In cases of a major emergency, such as serious accident or death of a family member, due consideration will be given by supervisors in enforcing these reporting requirements. Mere unforeseen circumstances, such as minor accidents, ordinary illness of the employee or members of his family, etc., do not, in any case justify failure to notify their immediate supervisor. Whatever the circumstances there is no remission of the requirement that the supervisor must be notified. The fact that an employee notifies someone other than the supervisor, i.e., timekeeper, duty officer, etc., that emergency (or sick) leave is required, does not in itself, constitute approval of such leave. Employees will keep their supervisors apprised of the estimated duration of their leave requirement. Failure to give such notice may result in disapproval and a charge to unauthorized absence. If the circumstances warrant, annual leave or leave without pay may be granted.

(4) No medical certificate is required for sick leave of three days or less. However, in individual cases, if there is reason to believe an employee might be abusing sick leave privileges, a medical certificate may be required to support an application for sick leave involving three working days or less. Periods in excess of three working days will normally be supported by a medical certificate to be filled within 15 days after return to duty. Under unusual circumstances, in lieu of a medical certificate, a personal certificate may be approved by the employee's supervisor. If an employee fails to file a medical or a personal certificate within the prescribed time limit, the period of absence may be approved as annual leave, if accrued, or as leave without pay. The supervisor may also, at his discretion, withdraw prior approval of leave if the requested documentation is not provided by the employee, or such documentation is not considered satisfactory, and retroactively charge the period of absence to absence without leave.

c. Department heads are responsible for the uniform application of policy and procedures concerning leave for civilian employees, and for assuring that the administration of leave within their departments complies with this instruction and CMMI 630.

d. Supervisors are responsible for granting leave to civilian employees in accordance with policies and procedures outlined in this article and CMMI 630.

e. Employees will advise their immediate supervisors far enough in advance of their annual leave plans in order that supervisors may plan leave schedules. Employees are encouraged to plan their leave in increments throughout the year so that approval of leave requests will not be limited by quotas.

Reference: CMMI 630  
FPM ltr 630.22 of 11 Jan 74

#### 609. LOCAL TRAVEL

a. These instructions apply to both military and civilian employees assigned to the Naval Intelligence Support Center who perform reimbursable travel in the Washington, D.C. area. Local travel is defined as:

- (1) Military - the round trip distance is less than 100 miles.
- (2) Civilian - the total time of the trip is less than 10 hours.

b. Department heads will coordinate and authorize local travel and preparation of reimbursement claims for personnel assigned to their respective departments. Each department head will signify his approval by initialing alongside claimant's signature. Each department head has the responsibility to hold expenses down and investigate the nonavailability of official transportation.

c. The department head will certify that the local claim for reimbursement is correct and proper for payment and approved as advantageous to the Government. In order to verify a local travel claim is advantageous to

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k. The department/staff head will sign block 8 indicating approval as advantageous to the Government and enter the date and amount for which approved. The amount will be as shown in the "Grand Total" block of the form unless he disallows certain expenses or there is an error in computation, in which case he will correct the error and indicate his reason for disallowing specific expenses.

l. The SF-1164 is forwarded by the department to NISC-OSP2 for certification and proper accounting classification data. The claim will then be forwarded to the Navy Regional Finance Center (Crystal City) for payment.

~ Standard Table of Local Distances from NISC:

<u>Place</u>	<u>One-Way Distance (miles)</u>
Andrews AFB.....	3
Annapolis, Maryland.....	40
Arlington Hall Station.....	15
Bethesda, Maryland.....	25
Central Intelligence Agency (CIA).....	22
Chesapeake Beach.....	34
Civil Service Commission.....	6
Crystal Plaza.....	13
DIAC.....	5
Fort Meade, Maryland.....	24
Germantown, Maryland.....	48
Hoffman Building.....	13
McLean, Virginia.....	38
Naval Station.....	5
Navy Yard.....	5
Naval Photographic Center (NPC).....	5
Navy Research Lab (NRL).....	10
Pentagon.....	12
Rockville, Maryland.....	35
Rosslyn Circle, Virginia.....	13
Springfield, Virginia.....	24
Washington National Airport.....	14

References: Joint Travel Regulations  
 Navy Travel Instructions  
 NAVINTCOMINST 7240.1 series

## 610. GOVERNMENT VEHICLE TRANSPORTATION

a. The following procedures will be followed regarding transportation services within this command:

(1) Use of Government Vehicles

(a) The Transportation Office provides limited passenger service to all NISC personnel throughout the Greater Washington Metropolitan Area. Also, NISC has a limited number of U-Drive vehicles which are available for

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use provided the operator has a current state and government drivers license. Applications for a government drivers license may be obtained from the NISC Transportation Office.

(2) Requests for Transportation

(a) Requests for transportation will be submitted to the NISC Mobile Vehicle Dispatcher on Form 2856. Requests will be signed by the department or division head and will include the requestor's telephone number. If government transportation is not available the dispatcher will provide the requests with a line number for non-availability of government transportation for use when filing local transportation settlement claims.

(b) Requests for transportation for chauffeur driven and/or U-Drive vehicles will be submitted 24 hours in advance to facilitate planning. Requests for special means of transportation such as trucks or buses, must be submitted two weeks in advance. Short-notice requests for transportation will be accepted only if drivers/vehicles are available.

(c) The transportation foreman and/or dispatcher will coordinate all requests for transportation.

(d) Requestor will notify the dispatcher of cancellation or changes to the request. Transportation will not be reserved for more than 15 minutes beyond requested time.

(e) Unless a definite pick-up time can be given, pick-up will be upon telephone notification.

b. The following regulations and procedures will be used in the operation of government controlled and leased vehicles.

(1) Utilization of Vehicles

(a) The use of all Navy-owned and controlled motor vehicles shall be restricted to official purposes only. The term "official purposes" means travel must be performed by a person in official capacity. This precludes the use of government vehicles for personal use. The purpose of the trip must be related to the performance of official duties or in connections with activities conducted under official authorization.

(b) The use of official vehicles for private purposes of any type is specifically prohibited by law.

(c) The utilization of a government vehicle is with the understanding that the operator is personally responsible for the payment of fines or fees resulting from any traffic violations occurring while operating the vehicle.

(d) All material to be transported will be clearly marked with the address of the recipient, to include directions if needed, any special handling instructions, and the name, phone number, room number and building number of the recipient.

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(e) Official vehicles will not be utilized for trips to or from local transportation terminals for personnel on travel orders except in an emergency or when official visitors have been invited to participate in DoD activities at their own expense. Official vehicles will not be used for trips to hotels, clubs, restaurants, other places of public entertainment or residences unless such trips can be unquestionably justified as necessary for official business.

(f) Command vehicle operators are not allowed to wait more than 15 minutes to pick-up passengers, nor more than 15 minutes at their destination unless "remain with" authorization has been issued by the dispatcher.

### (2) Vehicle Operation

(a) No person shall operate an official government vehicle without having in his possession a valid state drivers license and a valid government drivers license.

(b) No person shall operate a government vehicle while intoxicated or under the influence of controlled substances.

(c) The number displayed on the side of the vehicle serves as the vehicle registration number.

(d) All vehicle operators will be familiar with and observe all traffic regulations in the Maryland, Virginia and Washington Metropolitan area, always driving in a safe, cautious manner.

(e) Physical or mechanical discrepancies affecting the safe operation of the vehicle will be noted and appended to the clipboard of the vehicle.

(f) No food or drink will be opened or consumed in the vehicle and all trash will be removed from the vehicle at the completion of utilization.

(3) Accident Reports: The operator of a government owned or private vehicle being operated by a government employee on official business involved in a motor vehicle accident will ensure that the following instructions are strictly adhered to:

(a) Stop immediately; determine whether any personal injuries occurred, and, if so, help the injured secure prompt medical care; request ambulance services if needed.

(b) Call local police; notify GSA or reservation police if accident occurred on government property.

(c) Do not move any vehicle involved; however, to prevent additional accidents, place flares, flags or station someone well in back of the accident to warn oncoming vehicles; at this time, clear the roadway of any debris, especially glass and sharp metal, if possible.

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(d) Do not make or give any statements or express an opinion regarding the accident.

(e) Notify your supervisor or the dispatcher by the most rapid means available, preferably by telephone, so that an investigation can be made while all the witnesses and other evidence are readily available. Use the emergency phone numbers maintained on a list in the glove compartment of each vehicle.

(f) Furnish to any person directly involved in the accident a completed Accident Identification Card. Blank forms are maintained in each vehicle.

(g) Obtain the names, business and home addresses and phone numbers of all vehicle operators involved in the accident. Further, record their drivers license numbers, car registration numbers, and names and addresses of insurance companies.

(h) Obtain the names, business and local addresses and phone numbers of all witnesses. Record names, rank, and badge numbers of all traffic or police officials at the scene. Ensure correct spelling is used in all information.

(i) Fill out SF-91 (Operator's Report of Motor Vehicle Accident) at the scene. Copies of this form are kept in the glove compartment of all government motor vehicles.

(j) Ensure all material being transported at the time of the accident is safeguarded at all times by appropriately cleared personnel.

(k) Neither admit any responsibility nor sign any statements.

References: OPNAVINST 11240.8F  
OPNAVINST 11240.15  
OPNAVINST 11240.16A  
DoDINST 4500.36R  
NAVFAC P-300

#### 611. TEMPORARY ADDITIONAL DUTY (TEMADD)

a. Temporary additional duty orders are orders which assign a person to temporary duty in addition to his present duties and which direct him upon completion of this temporary additional duty, to resume his regular duty or temporary duty. When travel is involved, one journey away from the

individual's duty station to one or more places and a return journey to the duty station are directed in the orders. Except when specifically directed by the Chief of Naval Personnel, TEMADD orders automatically expire when the individual returns to his duty station, unless such return is incident to necessary change of plane or train enroute to the next TEMADD station and no unnecessary delay is taken in making such a change, or unless the individual returns for personal reasons. Authority to authorize "revisit permanent duty stations" is not delegated. Personnel on TEMADD remain attached to the station from which they initially proceeded on temporary additional duty.

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b. Travel status is necessary to effect entitlement to per diem. Travel status is not considered affected when TEMADD is within the metropolitan area limits of the duty station by virtue of the TEMADD. Travel within the limits of the duty station is not considered within the purview of this article; however, if otherwise authorized, such travel should be reimbursed in accordance with Chapter 4, Part K of the Joint Travel Regulations and article 640 of this manual.

c. Issuing and funding of TEMADD orders shall be under the control of the Head, Office of Support Programs (NISC-OSP).

d. Current TEMADD form will be utilized in requesting TEMADD travel. Such requests for travel must be signed by the division/branch head of the person(s) concerned, as well as the department head or someone designated to sign for him. All TEMADD requests must be submitted to NISC-OSP 10 working days prior to the anticipated date of departure. To ensure proper handling, they should be hand carried to the Travel Clerk for administrative approval.

e. Emergency requests should be designated as such and are handled in the same manner as outlined above. Unfunded emergency trips must be accompanied by written justification citing directing authority.

f. TEMADD Travel Requests requiring COMNAVINTCOM approval are to be handled similarly to the procedures outlined above except the unprogrammed requests must be submitted 15 working days prior to the date of departure with a written justification attached.

g. When the travel order, advance authorization form, transportation requests (TR's), tickets and/or proper documentation have been prepared by the travel clerk, he will advise the requestor that the "travel package" is ready to be picked up.

h. The traveler is responsible for arranging airline, rental car, lodging reservations. Airline reservations should be obtained from the travel office at the Navy Yard for travel in CONUS and PSD Anacostia for travel outside CONUS. If traveling to a military installation BOQ or BEQ reservations are required. Telephone numbers are available in the travel office. If BOQ/BEQ is not available then a five digit non-availability number should be obtained and annotated on the travel request.

i. The Comptroller of the Navy directs that "Commanding Officers of civilian and military travelers will request collection of travel advanced by deduction from the traveler's pay when they fail to file a claim within 5 calendar days following their return...." In addition, if a traveler's advance is determined to be larger than the entitlements earned, he is required to remit the excess advance within 20 days.

j. Requests for Travel Clearances:

(1) Visits to a specific command, or an individual on official travel in an area, though a specific command is not being visited, require prior clearances. The classification of the visit will dictate the classification

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of the area clearance request. NOTE: Area clearance messages will not be used to schedule visits. The visit should have been arranged by separate correspondence.

(2) Personnel on official travel to areas requiring clearance under the guidelines set forth in OPNAVINST 4650.11 series are responsible for requesting their clearance. Additionally, all area clearance messages will be released by NISC-01 after a chop from NISC-OSP2.

k. Obtaining Passports:

(1) Official no-fee (red) passports may be obtained for travelers under official orders to an overseas location. Applications may be obtained from NISC-OSP2.

(2) Regular fee (blue) tourist passports:

(a) Personnel traveling under official orders to or from high threat area or high risk airports by commercial air are authorized to obtain and use the regular fee (blue) tourist passports for security reasons. Appropriate visas must be obtained. Reimbursement for costs of passports and visas obtained under these conditions is authorized. Contact NISC-OSP2 for updated information on designated areas.

(b) Some countries have strict rules as to the type of passport or visa required for entry. Restrictions on the use of regular fee (blue) tourist passports must be determined prior to commencement of travel.

(c) Reimbursement for regular fee (blue) tourist passports for personal travel is not authorized.

(d) When traveling to a high treat area or high risk airport contact NISC-CSC for a security briefing.

#### 611.1 VISITS TO NISC NAVAL RESERVE UNITS

a. The Naval Reserve Intelligence Program (NRIP) is essential to NISC intelligence production. The core of the Reserve support is provided by the fifteen NISC Reserve Units throughout the United States which have an allowance of 341 billets (228 officers and 113 enlisted). These units are engaged in approximately 50 Mobilization Readiness Projects (MRP) in support of NISC. Supplementing the efforts of the NISC Reserve Units are an additional 20 non-NISC Reserve Units which provide support on twenty Reserve Intelligence Support Projects (RISP).

b. Coordination between NISC and our units is achieved principally through ACDUTRA here by unit members and by visits of NISC personnel to the units. Budgetary considerations will normally preclude visits solely for the purpose of liaison and coordination.

c. Despite budgetary constraints, it is desirable that each of the fifteen NISC Reserve Units be visited at least once (but generally not more than twice annually) by senior NISC personnel (LCDR and above or GS-13 and above) in conjunction with required travel they are performing on regular NISC

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business. In executing their primary travel duty, required additional travel and per diem expenses may be authorized to permit diversions in travel up to several hundred miles and extensions up to several days so that NISC personnel can visit NISC Reserve Units during their drill weekend.

d. To coordinate visits to NISC Reserve Units by NISC personnel, all travel requests for officers in the grade of LCDR and above and civilian employees GS-13 and above will be submitted via the NISC Reserve Program Coordinator (NISC-0004). The Reserve Program Coordinator will chop the requests to determine the availability of a unit during the period of travel and note the estimated additional cost for the conduct of a visit to the unit.

#### 612. PLAN OF THE DAY

A plan of the day will be published daily by the Executive Officer or his authorized representative and will constitute a medium for the promulgation of such orders and directives as the Executive Officer may issue.

a. The plan of the day will be posted on all department, division and branch bulletin boards.

b. All persons will read the plan of the day each day, and are responsible for obeying applicable orders contained therein.

c. All persons are encouraged to submit proposed entries for the plan of the day to NISC-OSP2 no later than 0800 on the day preceding desired publication.

#### 613. BULLETIN BOARDS

Official military and civilian bulletin boards are located in the lobby on the 1st and 2nd floor of NISC building (NIC-II). NISC-OSP and OSP2 shall be responsible for the complete and timely posting of all appropriate materials on these bulletin boards. No other person shall authorize or post materials on these official bulletin boards. It is the responsibility of each person to review the bulletin board and keep himself abreast of the latest official information. Departments and divisions are encouraged to maintain orderly individual bulletin boards to assist in keeping their personnel informed.

#### 614. SMOKING IN NISC

a. The GSA has set forth guidelines to be followed by agency heads in providing a working environment reasonably free of air pollutants. These guidelines are not directive in nature but recognize the rights of smokers and non-smokers alike. Additionally, quality control standards in certain work areas dictate a no-smoking policy.

b. Courtesy and common sense should enter into the efforts to make the work environment at NISC as comfortable as possible. On the one hand, smokers should recognize the right of individuals working or visiting at NISC to an environment which is reasonably free of contaminants. On the other hand, non-smokers should also recognize the right of individuals to smoke at NISC, providing this does not endanger life or property, cause discomfort or unreasonable annoyance to non-smokers, or otherwise infringe upon their rights.

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c. The following actions shall be taken in an effort to provide a comfortable work environment for all employees:

- (1) Smoking Prohibited Areas:
  - (a) Quarterdeck
  - (b) Shuttle bus
  - (c) Computer rooms
  - (d) Photo productive spaces

- (2) Controlled Smoking Areas:

- (a) No smoking is allowed in either the Training Room or Conference Rooms when filled to more than 25% of maximum capacity.

- (b) Non-smoking areas designated in the cafeteria.

- (3) Uncontrolled Smoking Areas: Smoking in the remaining NISC spaces shall be at the discretion of the individual, taking into consideration the discomfort and possible health hazard which smokers create for non-smokers.

Reference: DODINST 6015.18  
SECNAVINST 5100.13

## 615. TELEPHONE USE

a. All employees shall use government telephones for official business only, except in the case of an emergency. Commercial pay phones are located in the building for personal calls. When emergency commercial calls must be made from official phones, arrangements shall be made to reimburse NISC. In addition, NISC personnel shall ensure that classified information is not discussed in telephone conversations except as authorized over approved secure communication circuits.

- (1) Department heads shall inform their personnel that the Automatic Voice Network (AUTOVON) is the preferred method of calling any DOD activity in its system. Commercial calls will be placed only when a line overload prohibits AUTOVON access and time requirements do not permit waiting for AUTOVON lines to clear.

- (a) NISC telephones are now configured so that long distance calls can be direct dialed by the caller. The requirement for going through an operator, identifying yourself and "certifying" that you are making an official call has been eliminated.

- (b) This relaxation of the procedures for placing long distance calls makes it incumbent upon all NISC personnel to be aware and ensure that only official business long distance calls are charged to NISC telephone numbers. NISC must pay for all long distance calls and, each month, is provided with a detailed listing of all long distance calls placed through

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NISC telephones. This detailed listing provides an audit means for detecting abuses. Where abuses are detected, reimbursement to the government will be required.

(2) DTS-W CENTREX maintains an accurate accounting of all long distance calls by recording the time and date of each call as well as the number called and the extension placing the call.

(a) Department heads shall ensure that a departmental telephone log is maintained of all commercial long-distance telephone calls. Figure 6-1 shows the required format of the telephone log.

b. NISC-OOR shall provide the latest monthly Defense Telephone Billing Report (DTBS) to all department heads.

(c) Department heads shall review and compare the DTBS reports with the departmental telephone logs to authorize listed long-distance calls as official business. The DTBS Usage Reports shall be annotated with an "OK" opposite each call made on official business and returned under signature to NISC-OOR. Any possible violation of applicable fraud, waste and abuse directives, and suspected unauthorized telephone use will be reported to the NISC Comptroller.

(3) Monitoring of telephone conversations will be in accordance with OPNAVINST 2305.14 series. Basically, this directive provides that there will be no regular monitoring or recording of telephone calls. If, in an exceptional case, the monitoring of a specific telephone call is considered necessary and requested by one of the parties, the other party or parties to the conversation will be made aware that the call is being monitored. Secretarial personnel will not monitor calls without explicit, affirmative instructions for each specific call.

b. DTS-W coordinates telephone services in the national capital region. The word "services" as used herein includes telephone installation, repairs, adding new numbers, and relocating present instruments. The following guidelines will be adhered to when requesting telephone service:

(1) Prior to requesting any telephone service, each department head or his designated representative must review the contemplated change, in such a way so as to enable the office to perform its functions with existing equipment. This review by the department head or his designee is a necessary element of a command-wide effort to eliminate or reduce certain future expenditures in this area. During this final review, the departmental ration of restricted versus unrestricted lines should be adhered to, bearing in mind that overall the command must remain within the 60% restricted and 40% unrestricted category.

(2) Upon completion of this final review, if it is still determined that work must be done, a typewritten memorandum will be prepared giving the room(s) and number of instruments involved, plus a detailed description of the work to be done. A departmental contact who is thoroughly familiar with the required changes must be listed on the memorandum, by name and phone number. The completed memorandum must be signed by the department head and forwarded to the NISC Building Manager.

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(3) The Command Telephone Service Representative (TSR), upon receipt of the memorandum, will call the departmental contact and arrange a mutually agreeable time during which they can survey the spaces together to verify and transcribe the actual changes to the floor plan.

(4) The TSR will contact the phone company and the phone company will obtain approval from DTS-W. Once the order is submitted, allow four to six weeks for the work to be completed. When the job is finished, inform the TSR (3-1286) so that his files can be updated. The TSR should also be informed when work is unsatisfactory or incomplete.

(5) It is essential that the TSR be kept informed regarding any changes in status of the work required subsequent to submission of the request and prior to the actual start of the work. Additions cannot be made to the requisition once the repairman starts the work without another written request and the ensuing four to six weeks delay.

(6) Telephone trouble calls and repairs are handled directly with the phone company and the individual discovering the trouble by calling 699-1500, explaining the problem and giving him the phone number of the faulty instrument and room number where located. The company will send a repairman as soon as possible to correct the malfunction.

References: SECNAVINST 2305.10  
OPNAVINST 2305.13  
OPNAVINST 2305.14

## 616. DIRECTIVES

a. The primary NISC publications containing unclassified directive materials having continuing applicability are the NISC Organization and Regulations Manual (NORM) and NIC Security Regulations Manual. The exceptions are classified instructions and special publications such as Disaster Preparedness Plan. NISC notices are issued to effect actions having temporary applicability.

b. The existence of a directive from higher authority requiring NISC action is never, by itself, justification for issuance of a NISC directive. However, a NISC directive may be justified if further clarification and amplification are required.

c. Unclassified NISC directives (except notices and those applicable for inclusion in Security Regulations) shall be incorporated in the NORM whenever possible. A change transmittal shall be forwarded with the addition, deletion or change. A covering memorandum to the Commanding Officer via NISC-OSP2 shall contain the following, as applicable:

- (1) Recommended placement in NORM.
- (2) Justification.
- (3) Completed chop list (NISC-OSP2 is always included as last chop).
- (4) Originator's name, NISC code and telephone number.

Reference materials will be forwarded with the memorandum and returned to the originator after signature.

d. The department/staff element originating a notice, classified directive, or a change to a current classified directive will:

- (1) Prepare directives in accordance with SECNAVINST 5215.1C.
- (2) Assign the standard subject classification code number in accordance with SECNAVINST 5210.11. Contact NISC-OSP2 prior to assigning SSIC to avoid duplication of consecutive numbers.
  - (3) Assign originator + code.
- (4) Assign serial number on classified directives.
- (5) Contact OSP2 for guidance, if required.

#### 616.1 DIRECTIVES CONTROL

The Military Personnel Liaison Office (NISC-OSP-2) is designated as the Directives Control Center for NISC. In this regard, the Office will:

- a. Maintain the case file and master copies of all effective and superseded NISC instructions and notices.
- b. Maintain continuous control of instructions and notices submitted for signature and reproduction.
- c. Assign consecutive numbers to instructions in accordance with SECNAVINST 5210.11C (Standard Subject Identification Codes).
- d. Provide guidance to originators and review submissions for proper format, arrangement of contents and revision or change procedures.
- e. Maintain a current numerical index of effective NISC instructions and notices and publish a list at least semi-annually.
- f. Arrange for reproduction and distribution of signed directives as indicated within each directive.
- g. Ensure proper chop list is completed prior to publication of any directive.

The Commanding Officer will sign all change transmittals for the NORM and will normally sign all other directives which affect broad command policy.

#### 616.2 DISTRIBUTION OF NISC CORRESPONDENCE AND DIRECTIVES

a. The appropriate internal distribution list and case number for NISC correspondence, directives and memorandums are as follows:

- (1) List I, Case A: Department Heads, Element Heads and Deputies

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- (2) List I, Case B: Department Heads, Element Heads, Deputies and Division Heads
- (3) List I, Case C: Department Heads, Element Heads, Deputies, Division Heads and Branch Heads
- (4) List I, Case D: All Hands

NOTE: Only the appropriate list and case will be indicated below the distribution line.

b. Directives (Instructions and Notices) that are forwarded to external commands will be listed below the distribution line as follows:

SNDL	A3 (CNO (OP-009))
	FS1 (COMNAVINTCOM)
	FS4 (NIPSSA)
	FS5 (NAVOPINTCEN)
	FS9 (CTF 168)

c. The originator of correspondence and directives is responsible for ensuring the appropriate distribution list is identified. If something is originated that needs to go to the NISC-00 or NISC-01, a copy to will be added below the distribution list. The distribution center (mailroom) shall make appropriate copies for case A and B. If case C or D is used, the originating department is required to have copies made before delivery to the distribution center. If case C or B is used for directives, NISC-OSP2 will ensure the appropriate number of copies are made. The appropriate number of copies for internal distribution is listed below.

<u>DEPT</u>	<u>CASE A</u>	<u>CASE B</u>	<u>CASE C</u>	<u>CASE D</u>
NISC-000	2	6	9	39
NISC-COMC	1	1	1	1
NISC-OOHR	1	1	1	1
NISC-OOJ	2	6	6	9
NISC-OSP	2	5	5	25
NISC-OOR	2	4	6	38
NISC-CSO	2	6	10	36
NISC-OOW	2	8	8	29
NISC-10	2	6	11	68
NISC-20	2	8	19	147
NISC-30	2	5	10	53

## 618. PERSONNEL RECORDS

### a. Military:

(1) Service records are held by the Personnel Support Detachment (PSD), Anacostia, and will be verified upon the reporting and departure of personnel.

All appropriate administrative record entries, personnel diaries, and preparation of correspondence relating to military personnel administration will be prepared by the PSD Anacostia.

(2) Medical records are held by the Medical Department, Naval Air Facility, Andrews Air Force Base. Physical examinations and other medical requirements may be arranged directly with the Naval Air Facility Medical Department.

(3) Pay records are held by the Military Pay Branch at PSD, Anacostia.

b. Civilian. Official personnel folders are maintained by the Suitland Branch Office, Consolidated Civilian Personnel Office in the NIC-I building.

## 619. APPROPRIATE CIVILIAN RETIREMENT HONORS

a. Ceremony: All employees requesting retirement will be asked whether or not they desire a retirement ceremony by department heads, including their preference of location, speaker and guests. Flyers should be prepared and given wide distribution to co-workers, friends, guests. Department will also make arrangements to have photographer available and the retiree will be afforded the following minimum honors:

- (1) Letter of retirement.
- (2) Retirement certificate.
- (3) Federal Career Service/Length of Service Award.
- (4) American Flag flown over Capital and at NISC with certificates.
- (5) NISC Benefit Association Retirement Gift.

b. Awards: Per CCPOINST 12451.1, Sustained Superior Performance and Quality Step Increases are not to be granted as retirement or "farewell" testimonials. Special Achievement Awards resulting in dollar benefits as a one-time act may be recommended when occurring near retirement. More appropriate, however, are the honorary performance awards available to retirees that are listed below:

- (1) Navy Distinguished Civilian Service
- (2) Navy Superior Civilian Service Award

## (3) Navy Meritorious Civilian Service Award

## (4) Letters of Appreciation/Commendation

The Civilian Management and Manpower Instruction 451.3 (filed with the Federal Personnel Manual Chapter 451) provides an even longer list of potential honors for retirees, including Special Secretary of the Navy awards, non-Navy awards, and presidential awards.

## 620. FIRE BILL

a. Purpose. The purpose of the Fire Bill is to provide the necessary organization, prescribe procedures, and assign responsibilities for:

- (1) Reporting a fire;
- (2) Establishing command at the scene of a fire;
- (3) Securing classified material;
- (4) Evacuating the building; and
- (5) Obtaining a rapid muster of all employees.

b. General

(1) The Naval Intelligence Support Center building is equipped with an internal fire alarm system which is energized by manually activated alarm boxes located throughout the building. When any alarm is pulled in this building, a message is instantly relayed to GSA communications headquarters which is staffed 24 hours per day. GSA then calls the Prince Georges County Fire Department. The fire department responds immediately and can reasonably be expected on the premises within three minutes.

(2) The Naval Intelligence Support Center alarm system is separated into three zones. When an alarm box is activated within one of these zones, the alarm sounds only in that zone. Activation of the local alarm causes a light to appear on the control panel of the central recorder located on the Quarterdeck. The GSA guard or duty officer must then press the buttons below the remaining two zone lights to activate the alarms throughout the building.

(3) If for any reason the central recorder alarm system malfunctions and alarms cannot be activated by this device, a main alarm box is located on the Quarterdeck near the building entrance. Activation of this alarm causes alarms to sound throughout the entire building.

c. Responsibility. As the primary tenant, Commanding Officer of NISC is responsible for promulgating a Fire Bill for the NISC building. Other tenant commands shall adhere to the provisions stated herein. The NISC Building Manager, in his capacity as the building Fire/Safety Officer shall maintain this Fire Bill in a correct and up-to-date status. Department heads are responsible for assigning personnel who will assist in the evacuation of this building and that all newly assigned personnel read this Fire Bill as part of

their initial orientation and in-processing. All personnel are individually responsible for being aware of the contents of this Fire Bill and for reporting potential fire hazards to the Fire/Safety Officer (Fire Warden).

d. Immediate Actions Upon Discovering A Fire

(1) Any person discovering a fire shall immediately turn in an alarm at the nearest fire alarm box, and in addition, call the Quarterdeck at extension 3-2112. The person making the report shall state the exact location of the fire and the person at the Quarterdeck receiving the information shall write this location down. This information is very important because it provides the fire department (via the Quarterdeck Watch personnel) with an exact location of the fire and eliminates a time-consuming search on the part of the fire department for the location of the fire.

(2) After receiving this information, the Quarterdeck shall sound the alarms throughout the entire building by pressing the buttons beneath the unlit zone lights (detailed instructions are posted on the Quarterdeck). Although activated, and GSA in turn notifies the fire department, there is a remote possibility that the communications system could malfunction. To guard against such occurrence, the Quarterdeck should, in addition to sounding the alarms throughout the building, notify the fire department directly after determining that a fire emergency exists. Fire department telephone numbers are posted near the central recorder on the Quarterdeck.

(3) Evacuating the building:

(a) Upon sounding the fire alarm, all personnel who are not assigned duties in the evacuation of the building shall secure all classified material when possible, turn their electrical equipment off, assist in closing all windows/doors, and immediately evacuate the building via the nearest exit. No person will be directed to endanger their life for the purpose of securing classified material.

(b) All personnel will exit the building using the evacuation routes shown for their floor plan.

(c) Personnel evacuating from all exists shall congregate at the front of the building in the area behind the flag pole in the approximate location as depicted on the attached diagram.

(d) Department heads shall muster their personnel as rapidly and as accurately as possible to ensure that all their personnel have evacuated the building.

(e) Department heads shall report muster information to the senior NISC military officer present who will inform the fire department of the suspected locations within the building of any individuals unaccounted for.

(f) The senior NISC military officer present at the outside area will be in charge of evacuated personnel and will direct them as required.

e. Definition and Responsibilities

(1) DoD Building Administrator:

(a) Definition - the DoD Building Administrator has overall responsibility for the safety and protection of DoD employees in the Suitland area. The DoD Building Administrator functions as the Group Fire Warden for all DoD elements in Suitland.

(b) Responsibilities - The DoD Building Administrator's responsibilities are as established by Washington Headquarters Services, Washington, D.C.

(2) Fire Warden: (Building)

(a) Definition - An individual designated by the Commanding Officer, Naval Intelligence Support Center.

(b) Responsibilities - The Fire Warden is responsible to the Group Fire Warden for the efficient functioning of this Fire Bill within the NISC building. Supervises Floor Wardens and Monitors, assesses possible emergency situations and formulates plans for dealing with them, schedules and conducts evacuation drills and training exercises, and assures building security when evacuation takes place. Coordinates plans, drills, and exercises with tenant elements in the building and with the Group Fire Warden. Performs liaison with the DoD Building Administrator as required, both in planning and in the execution stages of this Fire Bill.

(3) Alternate Fire Warden:

(a) Definition - An individual designated by the Commanding Officer of NISC who acts for and in the absence of the building Fire Warden.

(b) Responsibilities - Assists the Fire Warden in the planning and execution of this plan. Insures that vacancies in the Warden and Monitor systems are filled as they occur. Acts for and in the absence of the building Fire Warden. Plans personnel movement routes and establishes movement procedures to effect the personnel movement provision of this Fire Bill. Coordinates with department heads in the assignment and training of Floor Wardens and related personnel, as required. During drills and actual emergencies, supervises and directs movements of personnel within, into, and out of the building as required by this Fire Bill.

(4) Floor Warden:

(1) Definition - An individual designated by the department head whose unit occupies the greatest area on each floor. Floor Warden is under the direct supervision of the Building Fire Warden.

(2) Responsibilities - Responsible to the Fire Warden in the planning and execution of this Fire Bill. Instructs employees on his floor in evacuation of all areas on the floor. Supervises and trains assistants. During drills, exercises and emergencies, assures that all rooms are checked for security, that lights are turned off, and that other electrical equipment is turned off. Maintain a roster of physically handicapped personnel working on their floor and arrange special provisions for their movement in the event

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of evacuation. Periodically inspect signs and evacuation routes. Preserve order and discipline during drills, exercises, and emergencies. Direct fire fighting personnel to fire areas to extinguish or contain the fire. Report to the Building Fire Warden when assigned duties have been completed in drills, exercises, and emergencies.

(5) Alternate Floor Warden:

(a) Definition - An individual designated by the department head which occupies the greatest area on each floor. The individual acts for and in the absence of the Floor Warden.

(b) Responsibilities - Assists their Floor Warden in training and educating employees as required. Acts for and in the absence of the Floor Warden.

(6) Floor Monitor and Alternates:

(a) Definition - Individuals designated by the Floor Warden to assist in evacuating the floor.

(b) Responsibilities - Ensure all personnel within their area are aware of all fire plans and assigned evacuation routes. Assure that proper evacuation routes and calm exists during the evacuation of the building. Knows location of all existing fire equipment and alarm locations. Prepares and furnishes the Floor Warden with a list of handicapped personnel in their area. Assists handicapped personnel with limited movements and insures safe exit. Verifies that their area has been evacuated. Reports to the Floor Warden and then departs the building.

f. Specific Duties of Individuals During Fire:

(1) Fire/Safety Officer (Fire Warden):

(a) Assist in orderly building evacuation.

(b) Coordinate operations with fire fighters when they arrive.

(2) Alternate Fire Warden - as directed by the Building Fire Warden.

(3) Floor Wardens:

(a) Direct the orderly flow of personnel along prescribed evacuation routes.

(b) Assure that all personnel have vacated their floor.

(c) Report to the Building Fire Warden at the Quarterdeck that their floor is vacated and stand by for further instructions.

(4) Alternate Floor Warden - as directed by their Floor Warden.

(5) Floor Monitors and Alternates - assist personnel in vacating their area. Report to the Floor Warden when area has been totally vacated. Depart by appropriate fire exit and join other members of their department in front of the building in the area of the flag pole.

(6) Department Heads - ensure that evacuation of personnel from their department proceeds in an orderly manner.

(7) Physical Security Oficer - ensure that all doors and gates are unlocked to provide for exit for evacuating personnel and to provide for immediate entry of fire fighting personnel and equipment. In the event of fire or smoke of undetected origin, fire department personnel shall be granted full access to any affected space without regard to their security clearance or access authorization. In a fire emergency, life safety of personnel is paramount and security conditions secondary. When an element of doubt exists as to the seriousness of the emergency or whether a threat to life safety exists, full access shall be granted to all fire fighting and rescue personnel.

(8) COD/Quarterdeck Security Watch:

(a) During Non-working Hours:

1. Ensure that the fire department and GSA have been notified.

2. Ascertain location of the fire by interpretation of coded signals from the central recorder of the alarm system (detailed instructions are posted near the recorder).

3. Ensure that all zone lights are lighted on the control panel signifying that the alarm is being sounded in all areas of the building. Activate alarms throughout the building by pressing alarm buttons below unit zone lights.

4. Issue keys for spaces as required.

5. Direct fire fighters to the scene of the fire.

6. Notify the following: Commanding Officer, Executive Officer, NISC Security Officer, Department Heads, GSA Guard Force, and Fire Safety Officer.

(b) During Working Hours - same as above excluding 6.

(9) Transportation Personnel - move vehicles to provide free access to building for fire fighting equipment.

g. Posting of Plan: This Fire Bill will be posted by Floor Wardens in conspicuous place on each floor of the building. Each employee will be required to read it and digest its contents.

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621. MILITARY WATCH ORGANIZATION

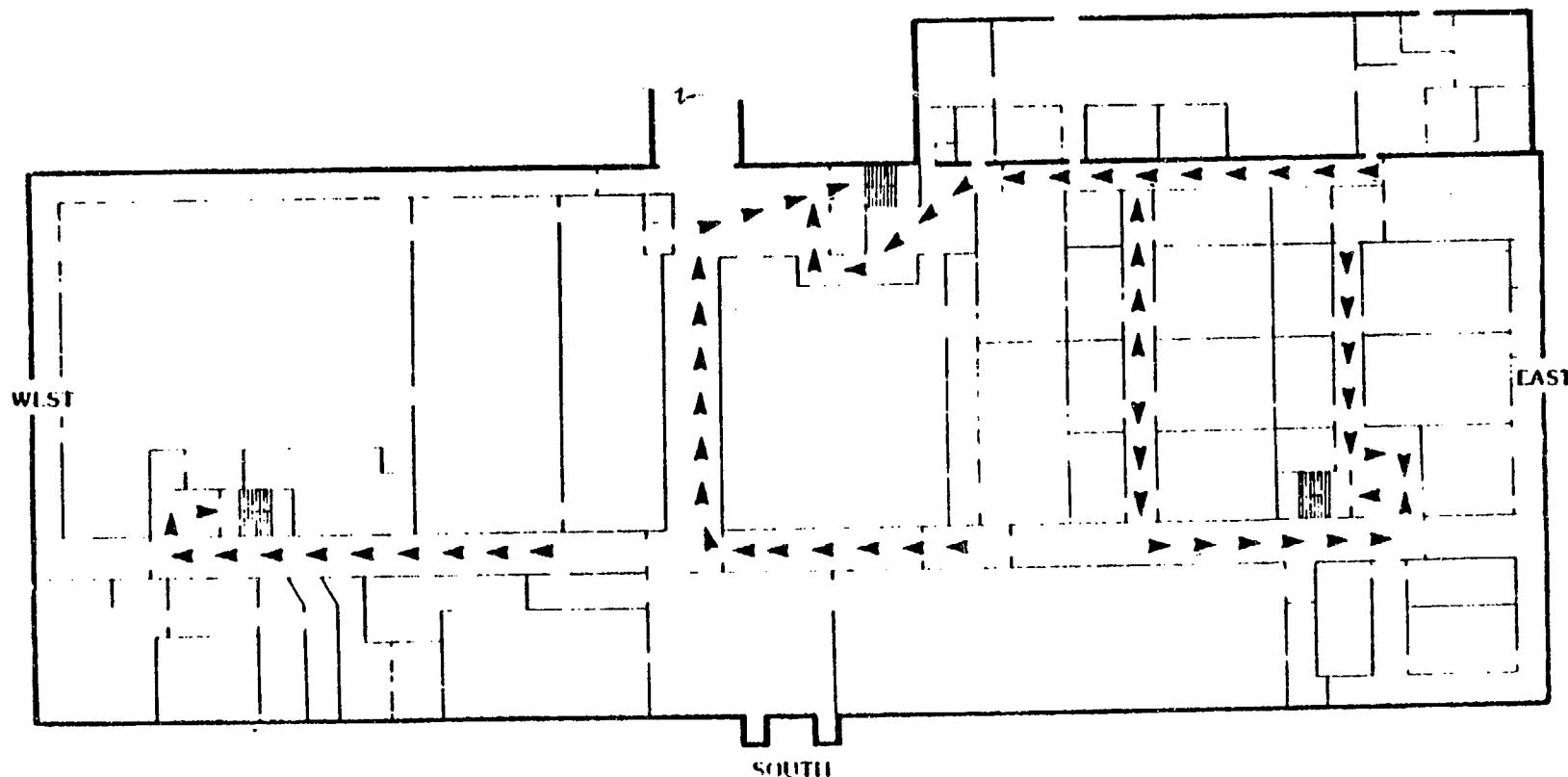
The military watches are essential for safety and proper operation of the command. The duties and responsibilities of each watchstander are delineated in NISC Instruction 1601.1.

622. MILITARY SPONSOR PROGRAM

- a. NISC-OSP2 will designate a sponsor for military personnel in receipt of PCS orders to this command.
- b. A welcome letter signed by NISC-01 with a NISC welcome aboard package will be sent to the individual.
- c. The sponsor will be notified and provided a sponsor checklist to use to make the transition a smooth one.
- d. A coordinated effort by pertinent personnel will be a major factor in showing the individual that he/she is a welcomed addition to the NISC team.

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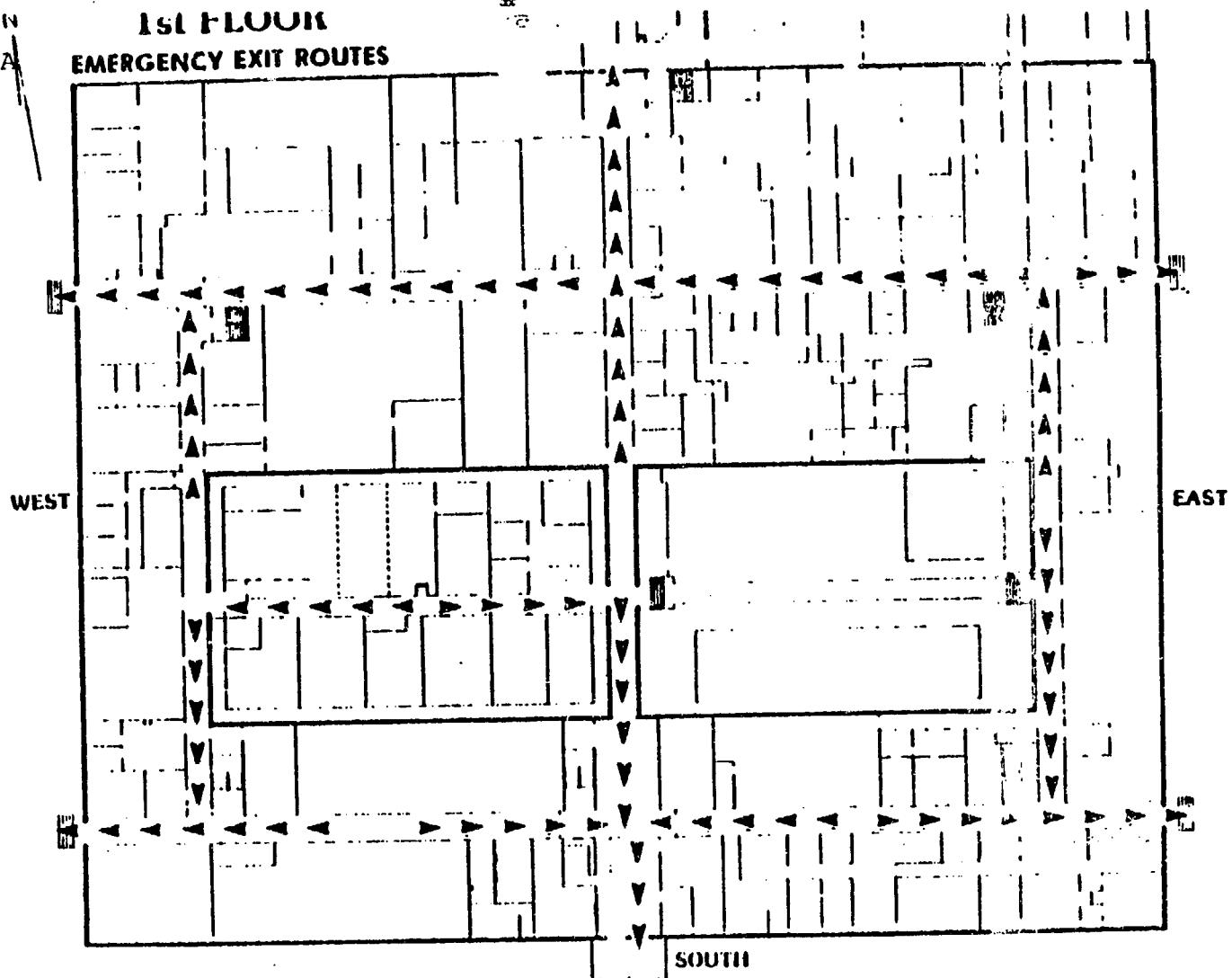
NORTH

**BASEMENT  
EMERGENCY EXIT ROUTES**

**FRONT OF BUILDING**  
KNOW YOUR ROUTE, SIGNS AND FLOOR WARDEN - CLEAR THE BUILDING  
ALL PERSONNEL ARE TO MUSTER "" THE FRONT OF THE BUILDING BEHIND THE FLAG POLE

NISINST 3120.1A

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FRONT OF BUILDING  
KNOW YOUR ROUTE, SIGNS AND FLOOR WARDEN — CLEAR THE BUILDING  
ALL PERSONNEL ARE TO MUSTER IN THE FRONT OF THE BUILDING BEHIND THE FLAG POLE

Figure 6-2

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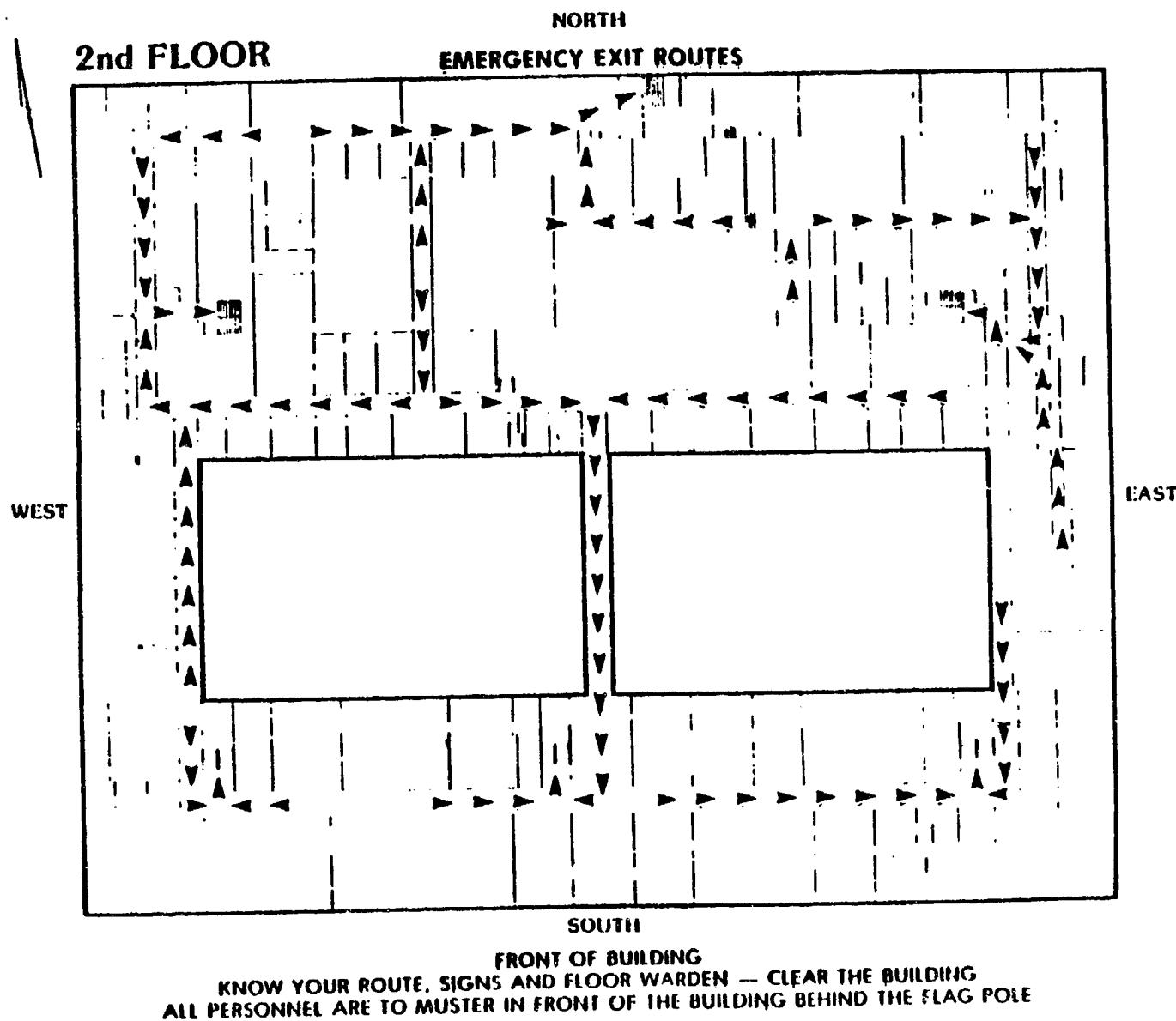
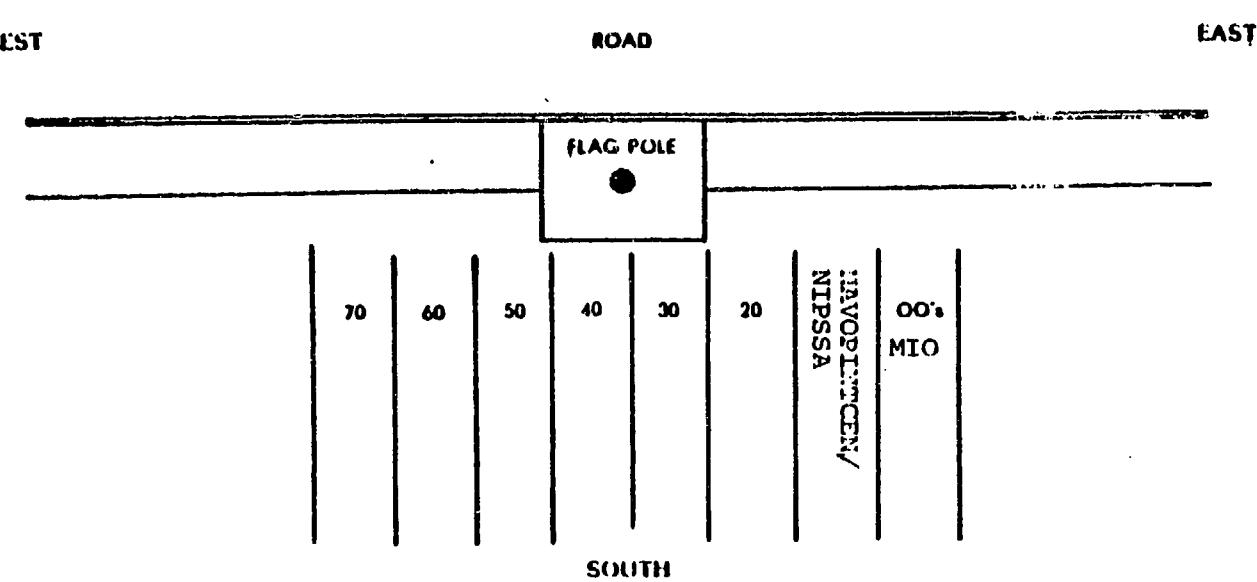


Figure 6-3

NISCINST 3120.1A  
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NORTH  
BUILDING





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## CHAPTER 7

## PROPERTY, FUNDS AND SPACES

## 700. NISC BUILDING MANAGEMENT

The purpose of this article is to establish policies and procedures governing building management.

a. Office Relocations and Renovations/Alternations:

(1) The following actions require prior approval:

(a) Office relocations either wholly within space now allocated to a department or staff or to space allocated to another department or staff.

(b) Construction in or modification or renovation of existing office space.

NOTE: The above projects whose estimated cost is \$15,000 or over also require the approval of COMNAVINTCOM.

(2) The following procedures will be followed:

(a) Request to accomplish actions in subparagraph a.(1)(b) above should be made by internal memorandum with description and justification of change proposed and, when necessary, appropriate drawings. The memorandum should be sent to NISC-OSP.

(b) The Building Manager will evaluate the forward the request with recommendations to the Commanding Officer for decision.

(c) The Building Manager will prepare and submit to the GSA Buildings Manager work order requests (GSA Form 2957) for all approved projects. All such requests will be submitted to GSA via the National Capital Region Facilities and Services Staff. In addition, projects with an estimated cost of \$15,000 or over will be submitted via COMNAVINTCOM.

b. The NISC Building Manager is the single point of liaison for building alternations and maintenance.

## 701. MAINTENANCE OF SPACES

a. The General Services Administration (GSA) has responsibility for the NISC building, its general maintenance and upkeep, and the spaces therein. NISC building maintenance and upkeep at the Suitland Complex is supervised and coordinated by the NISC Building Manager. All maintenance and minor construction services, overtime, utilities and materials used in special support of NISC spaces are charged against Navy O&MN funds allotted to NISC.

b. Department heads are responsible for the proper care, orderliness and economical use of allotted space, equipment and stores under their control. The Building Manager shall institute and coordinate programs for the overall proper allotment of spaces, operation, care and preservation of spaces, building, logistics, and furnishings, used therein.

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c. Work in special logistic support of the mission of NISC and the special maintenance of its spaces is not the responsibility of divisions/departments and shall not be performed by them. It shall, however, be performed by the GSA Division, Suitland Federal Complex or by an appointed contractor. Accomplishment of this work shall be requested from the Building Manager in the form of detailed GSA work request (GSA Form 1354). The work request should state clearly what is desired, why it is necessary, and priority precedence of work request, accompanied by detailed plans or designs. It shall also include the name of the supervisor who can be contacted for consultation on the work. Emergency repairs may be arranged by telephone to the Building Maintenance Manager. Special requirements must be stated.

## 702. PROCESSING OF ADP PROCUREMENT REQUESTS

This article provides the framework for processing requests for procurement of laboratory and ADP equipment and services within the Naval Intelligence Support Center.

a. The policies and procedures of this article apply to all NISC departments and offices and to all ADP related equipment, materials, and services procured for use within NISC.

b. ADP equipment and services will be procured only in response to clearly stated and thoroughly justified requirements approved by the Commanding Officer and in accordance with NAVCOMINST 5236.1D.

## 703. PROPER USE OF CONTRACTOR PERSONNEL

a. Naval Intelligence Support Center personnel who, during their daily work either utilize or are exposed to contractor-furnished services are required to familiarize themselves with the guidance contained herein to insure that tasks performed by contractor personnel are proper.

b. Basically, these instructions are intended to delineate Navy personnel responsibilities related to contractor-furnished services and the limitations upon the use of such services, the difference between personal and non-personal services, and the factors arising during contract administration which may render otherwise proper contracts illegal. Although this guide has been written primarily for the users of contractor services, it will also be of help to scientific, engineering, technical, analyst, contract administration personnel, project managers and others in carrying out their duties pertaining to contracts requiring services.

c. The Government may not contract out for the services of people who receive their assignments from Government personnel, work under the direct supervision of Government personnel, and whose relationship to the Government is thus no different from that of a Government employee. Where the Government wishes to procure services in this fashion, it must hire the people directly, in accordance with the Civil Service Laws.

d. The Government may not permit a perfectly legal services contract to cross over into the forbidden area of a personal services contract either because of the way it is written or because of the way it is administered.

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The best written contract can later be ruled illegal if it is not administered properly. Good, intelligent administration is the key to avoiding personal services problems.

e. The Government may not assume the right to instruct or supervise or control a contractor's employee in how he performs his work. Contract users must provide the contracting officer with a detailed description of the job they want done and it will be accomplished through a contract which is a formal document of requirement. Users may not mix Government and contractor personnel so that they are working side-by-side under similar conditions or supervision. However, personal services may still be found in a case where these personnel--although physically separated -- are all performing the same work and are otherwise interchangeable.

f. The Government usually assigns personnel in a liaison capacity to provide contract surveillance, to monitor progress and also to provide the contractor, not individual contractor employees, a contact point through whom the contractor may relay his questions or problems. Replies to these queries are made to the contractor, not to his individual employees. This is a legitimate liaison function. Contract administration begins to run afoul when Government employees go beyond the terms of the contract. By telling the contractor what to do, they may be subjecting the Government to claims for changes. By directing how to do requirements in the contract, they are crossing over the line into a personal services situation, which legally may not be done.

g. NISC personnel should not allow their well-intentioned desire to achieve perfection in the services obtained to cause the contract to become a personal services contract. Such overzealousness must be restrained.

h. NISC employees should contact the appointed contract administrator in Supply (NISC-OOR) before they initiate direct instructional communication either with the contractor or contractor personnel in order to prevent violation of the personal services contract prohibition.

#### 704. MONITORING CONTRACTOR PERFORMANCE

The extensive use of Time and Material/Labor Hour Contracts necessitates the establishing of guidelines which will permit accurate and timely monitoring of contractor performance.

a. Action:

(1) The scope of work must be clearly defined in the contract by the project monitor.

(2) The contractor's proposal must be reviewed to ensure consistency with defined scope of work.

(3) The contractor must provide a timetable for accomplishing the work. This should be reviewed by the project monitor who in turn informs the contracting officer of approval or disapproval. The contracting officer then informs the contractor.

(4) Periodic reports must be provided by the contractor. The reports should take the form of a line of balance or some other form of milestone reporting. The Contract Data Requirements List (DD Form 1423) must clearly define the type and frequency of reports desired.

(5) Invoices should be submitted on a monthly basis and should be accomplished by a detailed breakdown, by category of labor, for all hours being claimed. Material costs should also be identified by line item as well as any services for which the contractor may have subcontracted.

(6) All invoices should be reviewed and approved by two levels of technical management and the local Supply Officer prior to submission to the Navy Regional Finance Center, Washington, D.C., for payment.

(7) Technical management should be made aware of the cumulative level of expenditures vs. the planned expenditures, on a monthly basis, by the Supply Officer.

(8) Both the applicable department and the contractor must identify a coordinator who would be responsible for maintaining control of all correspondence as well as liaison activity.

b. In the event there are multiple tasks to be accomplished by the contractor, the authorization to proceed should be issued in such a manner as to readily identify each task. In this case, the contractor would be required to provide all of the above information for each task.

a. All scope of work alterations and/potential commitment level changes can only be issued by the Contracting Officer. SECNAVINST 4200.23 states "No person other than the duly designated Contracting Officer acting within the scope of his authority is authorized to enter into or modify a contract."

References: Defense Acquisition Regulations  
SECNAVINST 4200.23 series  
NAVINTCOMINST 4280.1 series

#### 705. UNAUTHORIZED COMMITMENTS

a. Only personnel within the Office of the Comptroller (NISC-OOR) are authorized to commit command funds and make procurements for materials and services. All other personnel are specifically prohibited from engaging in

any act which tends to obligate the command to a procurement. NISC is required to act within the constraints of law and expressly in accordance with regulations contained in the FAR and NAVSUP Publication 467. Paragraph 1031 of the NAVSUP Publication 467 is quoted as follows:

##### "1031 UNAUTHORIZED COMMITMENTS

1. GENERAL. Contracting and ordering officers of the Naval Supply Systems Command are not authorized, under any circumstances to issue purchase orders or contracts, after the fact, to provide a means of payment to a supplier who has furnished supplies and/or services to the

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Navy as a result of the dereliction, order or commitment issued or made by individuals other than properly designated contracting or ordering officers acting within the limits of their authority."

b. It has always been contrary to regulations to issue purchase orders and contracts "AFTER THE FACT." Issue of "AFTER THE FACT" purchase orders and contracts at the NISC level cannot be done.

c. For purposes of specific clarity, the following occupants of specific positions within NISC-OOR are designated as officers legally authorized to issue order or commitments arising out of properly documented requirements for supplies and services.

Supply Officer

Supply Management Officer

Contract Specialists

Purchasing Agents

d. Any other employee, either military or civilian, not specifically listed in paragraph c above, is prohibited from either issuing a verbal or written hint, instruction, clarification, order or commitment, either tentative or final, while acting as an employee of NISC. Any employee in this category who makes an unauthorized commitment runs the risk of being held "PERSONALLY RESPONSIBLE," for the cost of the goods or services furnished as a result of the commitment, and that disciplinary action will be recommended against those who persist in making unauthorized commitments, either tentative or final, while acting in his capacity of an employee of NISC.

#### 706. SOLE SOURCE PROCUREMENTS

a. All procurement requests must be scrutinized by contracting personnel to ensure competition is obtained to the maximum extent practical for all requirements. Purchase requests from commercial sources (exceeding \$1,000) require, at a minimum, two sources of supply or a statement substantiating only one supply source. Whenever a purchase request is for a sole source item, full justification for the use of a purchase description that limits availability of the supplies or services to a single source must be provided by the requisitioning activity. In providing that justification, the originator shall take the following factors into consideration and provide the necessary smooth documentation with their purchase request where applicable:

(1) Does the requirement represent only the Government's minimum requirement? Material evidence should be provided to verify these minimum requirements.

(2) What unique capabilities does the proposed contractor possess which makes it the only company capable of satisfying these minimum requirements? Which of these unique capabilities are mandatory?

(3) If time is a constraining factor, what evidence exists to support the urgency? In other words, if the proposed contractor is the only vendor which can satisfy the requirement by a required date, what support exists for having to meet the required date? What happens if the date is not met?

(4) Was the item or service previously procured? If yes, was it from the same contractor? If this is a continuation of a previous effort by the same contractor, demonstrate why no other sources are now available.

(5) Is there a specification, technical data package, engineering description, statement of work or purchase description available which is sufficient for competitive procurement? If not, is one being developed? If not, why not? How much lead time would be required to develop one? Can the requirement be postponed until a competitive package can be obtained? Has a cost-benefit analysis been conducted to determine whether it is advantageous to the Government to buy or develop a competitive package? If not, what evidence exists to support why an analysis should not be performed?

(6) Can any portion of the requirement be broken-out and competed? If not, why not?

(7) Is the procurement the result of an unsolicited proposal? If yes, does the unsolicited proposal truly present a unique or innovative idea which is the result of independent thinking? Who first described the problem addressed by the unsolicited proposal for a specific requirement which is normally satisfied by competitive methods?

(8) What material evidence exists that the Government would be injured if the non-competitive procurement is not made? Estimates of additional costs to be incurred should be provided by the requiring activity. What is the criticality of the schedule? When was the procurement need first identified? When did funding become available? How reasonable is the delivery schedule? Urgent requirements necessitated by poor planning must be reviewed to ensure that the benefits of expediting the procurement outweigh the harm of restricting competition.

(9) The originator must sign and date the justification. Requires signature of endorsement by Department Head or Deputy for purchases up to \$50,000 and Commanding Officer or Executive Officer for those over \$50,000.

NOTE: The preceding guidelines on Sole Source Procurements are subject to change due to forthcoming U.S. Navy interpretation of "The Competition in Contracting Act of 1984." (Title VII of P.L. 98-369).

## 707. REIMBURSABLE FUNDS

a. Reimbursable funding will be accepted to perform specific high priority projects which have not been included in the NISC direct S&T budget. A utilization plan for the reimbursable funds will be prepared and sent to the command providing the funds. If the project appears to be a continuing requirement, then action should be taken to program the project requirement in the Navy GDIPP. Reimbursable monies can be only used to support the project for which the funds are provided.

b. Specific procedures for accepting and using reimbursables are as follows:

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(1) When NISC is tasked to perform a mission function for which direct S&T resources are not available, reimbursable funding may be accepted from the activity requesting the service. The department that has prime responsibility for the reimbursable request will prepare a utilization plan, in letter format, addressed to the requesting activity. The utilization plan must give a brief description of the services NISC will provide and how the funds will be disbursed, e.g., amounts for costs such as travel, overtime, supplies, and minor equipment. The utilization plan should be completely coordinated with all other concerned NISC activities prior to being sent to NISC-OOR for signature.

(2) When the reimbursable funding document is received from the requesting activity, NISC-OOR will notify the performing department that the funds are available for obligation. NISC-OOR will then assign a job order(s) and send a copy of the funding document to the performing department.

(3) If the performing department finds it necessary to deviate substantially from the original utilization plan, a revised utilization plan should be prepared and sent to NISC-OOR for signature and further processing. See figure 7-1 for sample.

## 708. GOVERNMENT PROPERTY

No person shall remove or transfer government property from NISC except for official use and then only with the approval of the appropriate department head, deputy department head, or the Administrative Assistant. When it is necessary to remove government property for such officially approved use, each item of such property will be listed on a property pass. The department head will retain a signed copy of the property pass as a custody receipt until the property is returned. The person removing the property must surrender the properly signed original pass to the security guard upon departing the building.

### 708.1 ACCOUNTABILITY AND DISPOSITION OF PLANT PROPERTY

This section promulgates the guidance contained in NAVCOMPTMAN Volume III for the recording, reporting and verification of plant property.

#### a. Definitions:

(1) Plant Property - all Navy-owned real property and personal property. Real property and personal property are legal terms and are defined as: real property is real estate (land, buildings, structures and improvements thereto); personal property is all property other than real estate (such as office equipment, automobiles, printing and duplicating equipment).

(2) Plant Property Classes - for management, financial and technical control purposes, plant property items and expenditures thereof are divided into the following four classes:

- (a) Plant Property Class 1 - Land
- (b) Plant Property Class 2 - Buildings, structures and improvements

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- (c) Plant Property Class 3 - Equipment costing more than \$1,000.00
- (d) Plant Property Class 4 - Industrial plant equipment costing more than \$1,000.00

b. Requirements/Procedures:

- (1) Each item falling into Plant Property Classes 3 and 4 must be controlled by a DoD Property Record Card (DD-1342) and a Controlled Equipage Custody Card (NAVSUP 306). Control cards must be completed through coordination with the Supply Division who will provide the registration.
- (2) Identification numbers and serialized metal tags for Class 3 and 4 property will be issued by the Supply Division as required.
- (3) Department heads shall be accountable for all equipment assigned to their department.

c. Inventory of Plant Property:

- (1) NAVCOMPTMAN Volume III requires that all Class 3 and 4 Plant Property items be inventoried every three years.
- (2) The inventory will be scheduled by NDW WASH DC, the Authorized Accounting Activity for NISC Plant Property.
- (3) The inventory will be conducted by the departments having accountability for the Plant Property Items and it will be conducted under the coordination and direction of the NISC-OOR3.
- (4) NISC-OOR3 will compile the departmental inventories and report the results to the Commanding Officer and to the Authorized Accounting Activity.
- (5) Annually, NISC-OOR3 will provide plant property lists to each department for update and revision.

d. Disposition:

- (1) No equipment shall be transferred or loaned to another agency or activity without prior written authorization from the NISC-OOR3. Loan of equipment to another agency or department within NISC shall not relieve the department head making the loan of his responsibility for accountability.
- (2) A department head will insure that his relief signs for and assumes custody of all property for which his predecessor was responsible. Copies of the master custody record held by NISC-OOR3 will be provided to department heads. NISC-OOR3 will update the master property records at the time of new acquisition/receipts, transfers out, disposal, survey, etc. Department heads are responsible for maintenance of their copies of the master records.

e. Photographic Equipment:

(1) Commander, Naval Air Systems Command serves as the inventory manager for photographic equipment used by the Department of the Navy. This responsibility encompasses development, procurement, allocation and control of the equipment.

(2) NAVAIRSYSCOMINST 10700.2 series promulgates the requirements for accountability, repair and disposition of photographic equipment:

(a) All activities must submit an initial one-time photographic equipment inventory report to NAVAIRSYSCOM.

(b) After the initial inventory submission, changes to the inventory are submitted on an as occurring basis; such changes include purchase of a new item, transfer of an item, receipt of another activity, change of condition, survey or declaration of an item as excess to the command's needs.

(3) NISC-60 is responsible for NISC reporting requirements under NAVAIRSYSCOMINST 10700.2 series.

References: NAVCOMPT Manual, Vol III  
NAVAIRSYSCOMINST 10700.2 series

708.1.1 MINOR PROPERTY

a. Minor property is defined as personal property having a unit cost of less than \$1,000.00. Typical of items in this category are cameras, calculators, adding machines, binoculars and typewriters.

b. Control over minor property will be exercised as follows:

(1) All minor property over \$100.00 will be initially received by the Supply Division who will affix a serialized metal tag to the item and obtain a custody/receipt signature upon turnover to the department.

(2) The Supply Division will maintain records on minor property over \$100.00 to include: date received, custodian and his receipt signature, serial number of metal tag affixed to the item, item description and serial number, purchase order or requisition number.

(3) Accountability for minor property less than \$100.00 will be the responsibility of the departments having custody.

c. Inventory of minor property:

(1) All minor property assigned to a department will be inventoried upon relief of department head/head of staff element.

(2) The Supply Division will furnish a minor property inventory listing of property over \$100.00 to the relieving department head for use in conducting the inventory.

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(3) The relieving department head will cause the inventory to be conducted and completed as soon as practicable. If possible, the inventory should be completed prior to relief, but it must be completed no later than two weeks thereafter.

(4) Upon completion of the inventory, results will be reported in the Supply Officer. Items which cannot be accounted for will be surveyed in accordance with the provisions of paragraph 708.3 of this instruction.

## 708.2 DISPOSAL OF EXCESS PROPERTY

a. NISC has a substantial quantity of Navy-owned Plant Property and minor equipment which is in the custody of the individual departments. Overall responsibility for the custody, maintenance, proper utilization and eventual disposal of this property/equipment rests with the department having custody of the items.

b. At times, property becomes excess to the command's needs and it becomes necessary to dispose of this government-owned equipment because the equipment has outlined its useful life, has deteriorated to the point where it is not economical to repair, has become technologically obsolete or the function which it supports is no longer performed by NISC.

c. Disposal of such property is accomplished by turning the property in to an authorized Defense Disposal Activity such as the one at Brandywine, Maryland.

d. Overall responsibility for the disposal of excess property rests with the department having custody of the property. Assistance in carrying out this responsibility will be provided by elements of NISC-OOR.

e. Specifically, the following procedures will be adhered to in disposing of excess property; the individual department will:

(1) Determine what equipment is excess to its needs.

(2) Keep the excess property in its space until the day that it is physically moved to the Defense Disposal Activity Brandywine, Maryland. If an extended holding period is required, arrangements can be made through NISC-OOR on a space available basis for storage. In keeping with proper management principles, excess property will not be placed in the hallways because such action constitutes a fire and safety hazard.

(3) Provide an inventory to NISC-OOR for preparation of the necessary documentation to accomplish turn-in of the items to the Defense Disposal Activity. Excess ADP equipment require additional screening in accordance with DODINST 4160.19M, (NISC-OOR with assist). This inventory will contain the following information about the excess property:

Unit of Issue and Quantity

Nomenclature

Federal Stock Number

Serial Number

Cost (Original cost or best estimate if original cost not determinable)

Condition Code (select from the following):

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<u>Condition Code</u>	<u>Brief Definition</u>	<u>Expanded Definition</u>
A	Serviceable (issuable without qualification)	New, used, repaired or reconditioned material that is serviceable and issuable to all customers without limitation or restriction.
D	Servicable (test/ modification)	Servicable material that requires test, alternation, modification, conversion, or disassembly. (This does not include items that must be inspected or tested immediately before issue.)
E	Unserviceable (limited restoration)	Material that involves only limited expense or effort to restore to serviceable condition and that is accomplished in the storage activity where the stock is located.
F	Unserviceable (reparable)	Economically repairable material that requires repair, overhaul, or reconditioning, including repairable items which are radioactively contaminated.
G	Unserviceable (incomplete)	Material requiring additional parts or components to complete the end item before issue.
H	Unserviceable (condemned)	Material that has been determined to be unserviceable and does not meet repair criteria, including condemned items that are radioactively contaminated.
S	Unserviceable (scrap)	Material that has no value except for its basic material content.

(4) Notify NISC-OOR that excess property is being held for turn-in to Disposal.

(5) On the day that the equipment is physically transferred to Disposal, provide a responsible escort to accompany and coordinate the turn-in the items to the Disposal Activity.

f. NISC-OOR will prepare the necessary turn-in documents and turn-in tags. These documents and tags will be provided to the department who will affix the tags to each piece of excess property; the related documents will be hand carried with the equipment to the Disposal Activity by the escort provided by the individual department.

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g. Contact NISC-OSP3 to obtain the necessary laborers and vehicle to physically remove the equipment from the department's space and have it hauled to the Disposal Activity.

#### 708.3 SURVEY OF NAVY PROPERTY

a. A survey will be required when Navy property has been lost, damaged, or destroyed. Government Property Lost or Damaged (GPLD) Certification (DD Form 2090) will be used if no personal responsibility is evident. Report of Survey (DD Form 200) will be used if personal responsibility is evident, if the reviewing authority does not approve the DD Form 2090, or if the Commanding Officer so directs.

b. A definition of Navy property for this purpose is property of a capital nature (consisting of machinery, equipment, furniture, machine tools, accessory and auxiliary items) used or capable of use in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purposes.

c. The purpose of a survey is to determine responsibility for lost, damaged or destroyed property and to fix the actual loss to the Government.

d. Immediately upon discovery of loss, damage, or destruction of Government property, the department head or division officer will determine if there is evidence of negligence, willful misconduct, or deliberate unauthorized use. When the preliminary research fails to show positive evidence of negligence, willful misconduct or unauthorized use, the accountable or responsible officer initiates a GPLD Survey Certificate (DD Form 2090) for relief of the individual concerned and adjustment of records. If the results of the research show positive evidence of negligence, willful misconduct, or unauthorized use, the accountable or responsible officer will initiate a Report of Survey (DD Form 200). If the amount does not exceed \$500.00 and the responsible individual voluntarily consents to reimburse the Government, a GPLD may be used for adjustment of records.

e. Survey action will no longer be required prior to turn over to the property disposal office when property becomes obsolete, unfit for performance of work or unserviceable and beyond repair as a result of technological advances, changes in procedures or wear and tear resulting from normal usage. The DD Form 1348-1 for the turn over to the property disposal office will be signed by the Supply Officer (NISC-OOR3).

f. Detailed instructions for conducting a survey and completing the DD Forms 200 and 2090 can be found in the NAVSUP Manual Volume II, Chapter 5, located in the Supply Division.

#### 708.4 SHIPPING OF MATERIAL

a. The procedures described below pertain to all shipments of material (other than by U.S. Mail) valued at \$25.00 or more. The procedures will ensure that the shipped material will be accounted for at all times.

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b. When it has been determined that a property shipment must be made, the originating department shall submit an Inter-NISC Material Request Form, showing item nomenclature, model number, serial number, Navy plant property number, dimensions and weight when applicable, to the Supply Division. A complete consignee's address with appropriate telephone number is to be furnished. The Supply Division shall assign the mode of shipment, authenticate it and return it to the originator. The originating department will then arrange movement of the property, accompanied by the DD Form 1149, to the shipper, after coordinating all facets of the transaction with the Supply Division. One copy of the received (by shipper) DD Form 1149 is to be returned to NISC-OOR3.

c. Originators of the request act as project manager for the shipment until it is completed. No material may be shipped without this formal documentation, signed by the Commanding Officer, Supply Officer, or Supply Management Officer.

References: NAVSUP Manual Vol. 2, Chapter 5

709. MANAGEMENT OF PHOTOGRAPHIC AND IMAGERY INTERPRETATION FACILITIES, EQUIPMENT AND MATERIALS.

a. In direct support of its mission requirements, NISC operates facilities for photographic support and imagery interpretation. These operations fall under the purview of OPNAVINST 3150.6, OPNAVINST 3150.2R, and NAVAIRINST 10700.2, which have been issued to ensure efficient utilization of equipment and material assets associated with photographic activities in the Navy.

b. Departmental responsibility for the operation of the photographic laboratory is assigned to the Technical Services Department (NISC-60). The laboratory is operated as two branches of the Reprographic Division (NISC-64). In accordance with the provisions of OPNAVINST 3150.6, the Head, Reprographics Division is designated as the NISC Photographic Officer. In addition to direct responsibility for the effective operation of the photographic facility the Photographic Officer is tasked with providing advice to the entire command in matters pertaining to photography, photographic facilities and equipment; act to coordinate the assembly of data required to be reported by NAVAIRINST 10700.2 and OPNAVINST 3150-6, and is designated as the primary custodian for all photographic equipment in the command, with the exception of equipment which is directly related to imagery analysis/interpretation.

c. The Imagery Analysis Department (NISC-70) is assigned the responsibility of providing imagery interpretation/analysis support within the NISC mission. Such analysis include both hard-copy (film) and soft-copy (digital and analog) exploitation of imagery. Additionally, NISC-70 will conduct an RDT&E program directed toward advanced technology in imagery exploitation. NISC-70 is assigned the responsibility for coordination of all development, procurement, operation and maintenance of system, sub-systems, and components, dedicated to the imagery exploitation function. Accordingly, NISC-70 is responsible for overall management of all facilities that are directly involved in imagery analysis.

d. The following specific responsibilities are assigned to NISC-64:

(1) Photographic Facility Management:

(a) In accordance with the provisions of OPNAVINST 3150.6, operate the authorized photographic laboratory for NISC.

(b) When auxiliary photographic facilities are deemed necessary for direct, integral support of the imagery analysis function, such facilities will be under the management of NISC-70. Procurement and subsequent accountability of the photographic equipment and material will remain the purview of NISC-64 and will be coordinated accordingly.

(c) Ensure assigned photographic personnel are properly trained and utilized to provide efficient, high-quality photographic support.

(d) Continually review the operation of NISC photographic facilities to ensure efficient, proper operation. Submit required requests, surveys, etc., to maintain equipment in proper order to reflect current technology in the photographic field.

(e) Maintain close control of pilferable materials to ensure only proper use is made of government materials.

(f) Ensure prompt, efficient service is provided to meet the needs of NISC and other agencies as directed, taking steps to reduce production delays of S&T materials to minimums practical under constraints of manpower and workloads.

(g) Advise user activities of procedures, methods, etc., which will provide maximum required service with minimum delay, whenever customer input material bears on production time required by the photographic facility.

(2) Photographic Equipment/Materials Management:

(a) Act as single-point procurement official for all photographic production and materials required by NISC departments.

(b) Establish proper accountability, procurement, and stock issue procedures to ensure adequate supplies of photographic materials are available to meet command-wide needs.

(c) NISC-64 will maintain primary custody of all photographic equipment, except imagery exploitation systems and components, and grant sub-custody to other elements of the command, as required. Photographic equipment required to support the Foreign Materiel Program at Chesapeake will be required on sub-custody basis.

(d) Establish and maintain proper preventive maintenance programs for all cameras, projectors, and other photographic equipment utilized by the command.

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(e) NISC-64 will coordinate funding requests, inventory reports, etc., as required by OPNAVINST 5290.1 or other directives which may be relevant to the operation of the photographic facilities. Specifically, NISC-64 will be responsible for all fiscal budgeting and programming for photographic facilities. NISC-70 will maintain responsibility for all fiscal budgeting and programming for imagery exploitation systems, sub-systems, and components.

(f) Assist NISC-70 in research and development of collection techniques, materials, or equipment, providing laboratory facilities and manpower assistance as required.

(g) NISC-64 will serve as liaison officer with appropriate CNO and NAVAIRSYSCOM offices on all matters relating to general Naval photography. NISC-70 will serve a similar function on all matters relating to imagery exploitation and associated imagery analysis RDT&E programs.

(5) Dry mounting presses.

(6) Photographic quality control equipment (sensitometers, densitometers, pH meters, and negative analyzers).

(7) Film magazines for aerial and radarscope cameras.

(8) Test equipment designed specifically for use with reconnaissance cameras and camera control systems.

(9) All major components of ES-40A and ES-81A Mobile Photographic Processing Complexes.

(10) Government owned photographic equipment undergoing research and development.

(11) Photographic projectors of all types (i.e., slide, overhead, motion picture, etc.).

(12) Detachable camera and enlarger lenses valued in excess of \$199.00 or which are assigned an individual NSN.

(13) All viewers and major optical devices used in photographic interpretation.

(14) Any other non-consumable photographic equipment within FSC Class 6700 not specifically mentioned above which provides a significant photographic capability, or which is valued in excess of \$199.00. (NOTE: The above list includes NON-STANDARD items, as well as those which have FSN's assigned. Source of procurement or end usage does not affect the requirement to report acquisition/disposition.)

g. The following items are not reported under the provisions of OPNAVINST 5290.1, but are afforded local control due to the nature of the items, i.e., high pilferability:

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- (1) Camera lenses with a value of \$198.00 or less.
- (2) Lightmeters.
- (3) Darkroom items (such as paper easels, filter kits).
- (4) Carrying cases/"gadget bags."

h. The following items are to be acquired, stored, and issued under the control of the Photographic Officer (NISC-64):

- (1) Films, papers, and chemistries (includes Polaroid films).
- (2) Film processing materials (used for special purposes only).
- (3) Manual processing equipment (tanks, reels, etc.).

## 710. UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM

a. The Uniform Material Movement and Issue Priority System (UMMIPS) standards have been established to ensure that materiel requirements within the supply system are processed and transported based upon the mission essentiality of the requesting activity and the urgency of need for the materiel or service requested. Under the UMMIPS, NISC is assigned Force/Activity Designator (FAD) III which allows for assignment of issue priorities 03, 06 and 13 depending upon the urgency of need. Authority to assign FAD II and lower precedence FAD's is delegated to Commander, Naval Intelligence Command in accordance with OPNAVINST 4614.1F.

b. All requests for supplies and services received in NISC supply are assigned a priority. The priority dictates the time frame within which the request should be processed. For requests to be filled within the Department of Defense or by GSA, the priority also dictates the time frame within which the supplies or services should be issued or contracted for and the mode of transportation for shipment.

### c. Action

#### (1) Departments will:

(a) Submit requests for supplies and services in a timely manner, keeping in mind that lack of planning or "forgetting to order" does not justify a higher than routine priority.

(b) Justify the urgency of requests requiring other than a routine priority by explaining how the material or service required impairs the capability of the command to perform its primary mission. Requires department head/deputy level signature authority.

(c) Ensure that all means within the department have been exhausted to alleviate the need for urgency of a specific request.

(2) NISC-OOR3 personnel will:

(a) Be thoroughly familiar with the criteria for establishing urgency of need and assignment of priorities as set forth in OPNAVINST 4614.1 series.

(b) Ensure that requisitions are dated as of the actual date the requisition is transmitted from NISC to the supply source.

(c) Promptly process all Material Validation (MOV) requests to insure that they are returned within a time frame that will meet required deadlines dates.

(d) Only assign other than a routine priority to requisitions at the direction of the Supply Officer or Supply Management Officer.

(e) Maintain status and provide expeditious follow-up on all requisitions.

(3) Supply Officer will:

(a) Be responsible for training purchasing personnel in UMMIPS procedures.

(b) Review and be the approval authority for assignment of other than routine issue priorities.

## 711. DEPARTMENTAL REQUISITIONING FROM SUPPLY

a. Submission Process. The following procedures pertain to requisitioning of supplies and services, the distribution of INTRA-NISC MATERIAL REQUEST form and the processing of those requests.

b. The storerooms located in NIC-I and NIC-II will issue supplies during normal working hours. Storeroom supplies are issued without a INTRA-NISC MATERIAL REQUEST form. A shopping list must be completed for all supplies issued from the storeroom.

c. Procurement Requests:

(1) The following procedure has been adopted in order to facilitate procurements and related data cost processing. The INTRA-NISC MATERIAL REQUEST form, figure 7-2, is to be used for all requests for services and material that is not stocked in the supply storerooms. Data should be printed with ball point pen or typed. It is essential that the form be prepared according to these instructions for efficient and rapid processing.

(a) The procurement request, Figure 7-2, will list the following information at a minimum:

1. Date requested.

2. Departmental request number - (see sub-paragraph (b) below).

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3. Person originating request.
4. Activity (command).
5. Requestor's code.
6. Requestor's telephone number.
7. Priority - 6 or 13. If 6, a priority justification must be submitted with the request.
8. Date material required (Do not mark ASAP, actual calendar date is required.)
9. Stock number, model number, or part number of the requested item.
10. Quantity of item.
11. Unit of issue.
12. Unit price.
13. Total cost.
14. Item description - the minimum specifications to meet the requirement.
15. Shipment address.
16. Suggested source. If total cost of item(s) requested from one source is below \$1,000, only one suggested source is required; to promote competition it is recommended that more than one source be solicited. If total cost exceeds \$1,000, at least two and preferably three suggested sources, with model numbers and prices, are required. If sole source procurement is desired for requests exceeding \$1,000, see paragraph h.
17. Cost code for purchase.
18. Initials of person authorized to approve requests.

Purchase requests which have critical information blocks left blank will be returned to the requestor for completion and resubmission to NISC Supply (OOR3).

(b) The activity request number will be a unique number assigned by the requesting activity/department to each procurement request. The prefix assigned to each department is as follows:

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NON-NISC
N - NIC
P - NIPSSA
F - NOIC
T - TF-168

NISC	
0 - 00, 01, COA	1 - 000
B - QFM	2 - 20
C - CSO	3 - 30
W - OOW	4 - 40
S - OSP	5 - 50
	6 - 60
	7 - 70

EXAMPLE: Activity request number N010 would be the tenth INTRA-NISC MATERIAL REQUEST initiated by NIC for the fiscal year.

(2) A separate request will be submitted for each line item required. The request will be routed through normal activity approval channels prior to submission to NISC Supply (OOR3). Request for major and/or non-standard technical equipment and materials shall be supported by certified justification, completed specification, sources of supply, and criteria for evaluation of proposals or bids.

(3) Requests for related materials, to be purchased at the same general period of time, may not be split in order to get under these limitations, particularly if the request is for several of the same items. These items will be combined by the Supply Division and processed through proper channels. If sole-source procurement is desired or indicated by the originator, it must be justified and certified with the sole-source documentation accompanying the request. Urgency is not a justification for sole-source procurement.

(4) Routine requirements levied upon the Supply Division will be filled through use of the SERVMART, Washington Navy Yard, when the material is available at that source. SERVMART pick-ups will be performed on a once-weekly basis by the Supply Division subject to workloads and availability of transportation and personnel.

(5) After completing the INTRA-NISC MATERIAL REQUEST, retain the pink copy in the department or activity. Forward the white and yellow copies to NISC Supply. The white copy will remain in the NISC Supply Office purchase file. The Supply Division purchasing agent will return the yellow copy of the completed purchase request to the originator upon placement of the order. The yellow copy of the request should be retained by the originator until the requisitioned material or service is received. This is required, since all inquiries regarding procurement in progress should reference the assigned requisition number.

For follow-up action, send either a yellow copy or a duplicate to NISC Supply. Every effort will be made to answer all questions about status of procurements.

INTRA-NISC MATERIAL REQUESTS FORMS are available from the NISC Supply Storeroom.

(1) Current directives request that material be procured through the Federal Supply System, unless direct purchase of the material is authorized or

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when research indicates direct purchase is authorized. Three months are available for purchase of the item.

(a) When total cost of procurement is less than \$2500 or the item is listed under a Federal Supply Schedule Indefinite Quantity Contract the Supply Unit will make local purchase.

(b) When the total cost is between \$2500 and \$10,000, the requisition will be forwarded to the Supply and Fiscal Officer, Naval District Washington, for purchase.

(c) Procurements in excess of \$10,000 will be forwarded to the Naval Regional Contracting Center for requisition.

f. The following procedures will apply in all cases for the receipt of material:

(1) The Supply Unit will be responsible for accepting, receipting and handling routine incoming material shipments on the loading dock. External examination of the shipment for damage will be made at that time and discrepancies noted for possible later claims procedure against the carrier.

(2) Inspection and certification of condition of complex equipment is the responsibility of the department receiving such shipments. Departmental certification of receipt will be carried out within four working hours of delivery to the loading dock. Individual departments will be responsible for pick-up of material both at Supply and at the loading dock. In cases where shipments contain units of large size and weight, assistance will be furnished at the time of unloading by the departmental consignee.

(3) Upon receipt of complex incoming material shipments, the Supply Unit will immediately notify the cognizant department of such arrival and that department will promptly furnish a representative to inspect the shipment. Procedures to approve payment for the equipment will not be initiated until technical acceptance has been made by the consignee, and such acceptance noted on appropriate material documents. Technical inspection shall be handled as PRIORITY by the department concerned, primarily so payments may be expedited to take advantage of discounts for prompt payment.

g. Except in unusual cases, required plant accounting of equipment shall be completed prior to issuance of equipment to the ordering department. Exception to this requirement will be made in cases where operating tests are a part of the inspection for technical acceptance of shipments.

h. Each department shall designate one primary and one alternate representative to provide uninterrupted liaison with the Supply Unit during periods of official absence. Names of consignees shall be forwarded to the Supply Unit.

## 712. IMPREST FUND

The following procedures pertain to the administration of the Imprest Fund; i.e., screening purchase requests for Imprest Fund purchase, consummating Imprest Fund actions, the handling of Imprest Funds, and audits.

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a. Procedures:

(1) Small Purchases:

(a) Purchase requests will be screened by the purchasing agent as received and those eligible for procurement by the Imprest Fund method so annotated.

(b) When a department desires the material requested to be picked up directly from the vendor, a department representative is responsible for that action.

(c) The Imprest Fund cashier will provide a cash advance utilizing Standard Fund 1165 to the departmental representative who will acknowledge receipt of the funds on the Interim Receipt for Cash.

(d) The departmental representative will physically purchase the material from the vendor obtaining a receipt for the purchase.

(e) The departmental representative will bring the receipt and purchased materials to the Imprest Fund cashier no later than 1600 hours on the same day that the money is drawn from the Imprest Fund. The Imprest Fund cashier will inspect the purchased materials, obtain transaction receipts, and receive any funds remaining from the transaction. He will then void the Interim Receipt for Cash and stamp the receipt and the purchase request with the following certification:

Received and Accepted.

Date \_\_\_\_\_  
Name and Title \_\_\_\_\_

(f) Imprest Fund purchases may be handled C.O.D. (cash on delivery) from the vendor.

(2) Cash Handling:

(a) The Commanding Officer shall appoint the Imprest Fund cashier in writing.

(b) All funds advanced to the Imprest Fund cashier and records supporting disbursement of funds will be kept in a combination lock safe. The combination to the safe will not be divulged to anyone or placed on file for any reason.

(c) The Imprest Fund cashier is authorized to hold a minimum of \$800.00 in cash and/or subvouchers for expenditure of cash.

(d) The Imprest Fund cashier will reconcile the fund at least once per week.

(e) The Internal Auditor will be the Imprest Fund Audit Officer and conduct unannounced quarterly audits.

(f) The Imprest Fund cashier will prepare Standard Form 1129 with associated subvouchers at least once per month for reimbursement of cash.

b. Restrictions. The following restrictions apply to the use of the Imprest Fund:

(1) No purchases will be made without prior approval. Reimbursement will not be made to individuals making purchases without prior authorization.

(2) Imprest Funds will not be used as defined in paragraph 5028.2 of NAVSUP P-467.

(3) No Imprest Fund purchases will be authorized in the absence of the Supply Officer.

(4) The Supply Officer will be the final approval authority for use of Imprest Funds.

Reference: NAVSUP P-467 para. 5025, 5032.

References: NAVSUP Manual Vol. 2, Chapter 5

#### 713. EMERGENCY AND EXTRAORDINARY EXPENSE FUNDS

a. The Naval Intelligence Command provides the Naval Intelligence Support Center with an annual budget of Emergency and Extraordinary Expense (E&EE) funds for the purpose of financing the procurement of intelligence which cannot be purchased through normal procurement channels. These funds, commonly referred to as .1230 funds, are frequently used by departments in hosting luncheons for visiting foreign dignitaries.

b. All claims involving the use of E&EE funds will be approved by the Executive Officer and coordinated with the Resources Management Comptroller (NISC-OOR). In the absence of the Executive Officer, the Acting Executive Officer will be the approving authority.

#### 714. REAR LOADING PLATFORM DELIVERIES/PICKUPS

In order to accomplish deliveries/pickups through the rear gates and to maintain maximum physical security within the gates, the NISC security guard will immediately notify the Supply Unit of all incoming material deliveries for NISC, exclusive of mail.

a. Security responsibilities:

(1) The rear loading platform shall be under the control of a security guard from the security office during normal working hours.

(2) The NISC Officer of the Day (OOD) will be responsible during non-working hours for maintaining control of the key and key log and following the security procedures as outlined above.

(3) Government-owned equipment shall not be dispatched from the rear loading dock area without explicit documentation and instruction from the Supply Unit.

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NISC-50  
7110  
Ser 50/XXXX  
(date)

From: Commanding Officer, Naval Intelligence Support Center  
To: Commander, Naval Air Systems Command

Subj: REIMBURSABLE FUNDS; UTILIZATION OF

Ref: (a) Work Request N00019-81WR-11255 of 28 OCT 80

1. Funding in the amount of \$25,000 provided by reference (a) will be used to support the Foreign Materiel Exploitation TACAIR (FMETA) program CLUSTER RAVEN for simulator intelligence data base development and coordination.

2. Utilization of funds to be expended are:

Travel/Per Diem	\$10,000
Overtime Salaries	10,000
Supplies	5,000

3. The NISC point of contact/monitor is C. E. Field, NISC-XX, 763-XXXX.

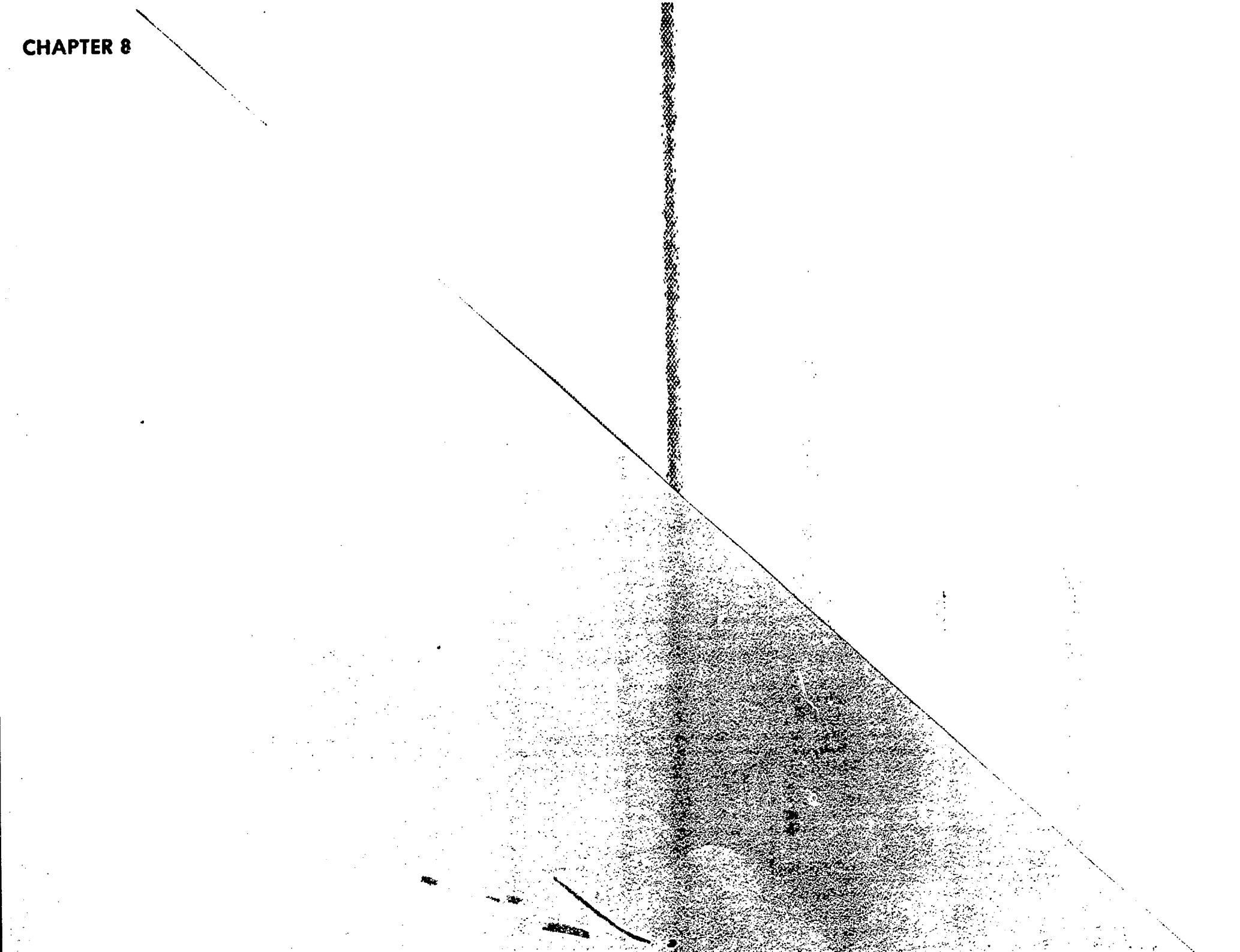
ROBERT E. GOLDBERG  
By direction

Blind copy to:  
NISC-OOR1-20  
NISC-OORS ltr file

Drafted by:  
Typed by:

FIGURE 7-1

## CHAPTER 8



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## CHAPTER 8

## EDUCATION, TRAINING AND RECOGNITION

## 800. CAREER PROGRAM FOR GENERAL INTELLIGENCE PERSONNEL

a. DoD Manual 1430.10-M-3 of February 1978 implements that part of DoD Directive/5010.10 which applies to a DoD-wide Intelligence Career Development Program (ICDP) for all civilian general intelligence personnel, and provides the framework for a career development program. DoD Manual/5010.10-M of November 1976 contains procedural instructions and assignment of responsibilities of operation of the Defense Intelligence Special Career Automated System (DISCAS). DISCAS provides for the registration, inventory and referral of personnel within the scope of the ICDP.

b. NAVINTCOM manages and administers the Civilian Career Program for general intelligence personnel in accordance with the above directives and established personnel management procedures. Several NAVINTCOM instructions provide additional information and local guidance on career development, i.e., NAVINTCOMINST 12950.1 and 12950.2 (current series). Within NISC, the Office of Support Programs will staff and coordinate career development and training requirements in support of the ICDP and DISCAS with the assistance of designated department/staff training coordinators.

## 801. CIVILIAN OF THE QUARTER

a. The Commanding Officer desires to recognize outstanding performance of duty by the personnel of the command. It should be noted that a wide variety of awards are available to recognize the performance of civil service personnel, for example see CCPOWASHDC Instruction 12451.1. In addition, there are awards from the DNI level to be considered. The "Civilian of the Quarter" award will serve as a highly visible means of rewarding our employees for superior performance. Accordingly, one civilian employee shall be selected each quarter for designation as "Civilian of the Quarter." While all NISC civilian personnel are eligible for this honor, supervisors are encouraged to use this award to reward their deserving junior employees in the support areas. An individual may be selected only once within any 12-month period. The award shall consist of:

- (1) A letter of commendation made part of the official personnel record.
- (2) A wall plaque bearing the command seal and an engraved plate with the person's name and period of the award.
- (3) Use of the designated "Civilian of the Quarter" reserved parking place for the quarter following the award.
- (4) The display of his/her portrait on the "Civilian of the Quarter" roster board with attendant news coverage provided.

The selectee will be automatically nominated to the NISC Civilian of the Year Board.

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b. When considering candidates for nomination under the provisions of this article, the following factors will be evaluated:

(1) Performance of duty and contribution to the Navy and the command, particularly during the preceding quarter.

(2) Ability to work with minimum supervision, in the performance of duties.

(3) Leadership and adaptability.

(4) Extracurricular activities, including community assistance activities and educational efforts such as night school, special training programs, and volunteer work, other than those required to meet job requirements.

c. Supervisors desiring to nominate qualified members of the command for "Civilian of the Quarter" shall submit, in writing via the department head concerned, a letter setting forth the supporting information citing the reasons why the individual merits being selected. These nominations should be forwarded to the Chairperson of the Performance Rating Board (PRB) via NISC-OSP to arrive not later than the 15th of the month preceding the quarter of the award. The Chairperson, PRB will present the nominees to the Performance Rating Board where nominees' records will be reviewed, and a vote will be taken to recommend a first, second and third place nominee. This recommendation will be forwarded to the Technical Director, together with the letters of nomination. Upon approval by the Technical Director, the selection shall be promulgated and the awards listed in the preceding paragraphs shall be presented. The Management Analysis Staff (NISC-OOR2) will be responsible for the coordination of the "Civilian of the Quarter" program with the Suitland Branch Office, Consolidated Civilian Personnel Office, and upon notification of selection approval will take the following action:

(1) Ensure that sufficient news coverage is provided including notice in the plan of the day.

(2) Arrange an appointment for a portrait.

(3) Notify the appointee, through his department head, of the award and of the portrait appointment.

(4) Ensure that the parties concerned are notified of the time and place for the Commanding Officer's presentation of the award to the recipient.

(5) Ensure that the portrait is properly displayed on the "Civilian of the Quarter" roster board.

(6) Arrange for availability of the various benefits which are attendant upon the award.

## 802. SAILOR OF THE QUARTER

a. For morale and emulation purposes, the Commanding Officer desires to recognize outstanding performance of duty by the personnel of the command. Accordingly, one enlisted person, E-6 or below, shall be selected each quarter

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for designation as "Sailor of the Quarter." An individual may be selected only once within any 12-month period. The award shall consist of:

- (1) A letter of commendation.
  - (2) A mid-week 72-hour special liberty (not to coincide with normal weekend liberty).
  - (3) Use of the designated "Sailor of the Quarter" reserved parking place for the quarter following the award.
  - (4) Exemption from watch standing for the quarter following the award.
  - (5) The display of his/her portrait on the "Sailor of the Quarter" roster board with attendant news coverage provided.
- b. The selectee will automatically be nominated to the NISC Sailor of the Year Board. The first two runners-up receive a letter of congratulations and a 48-hour special liberty.

#### 803. TRAINING PROGRAM

a. The goal of NISC is that all civilian and military personnel receive the maximum amount of training and education possible within budgetary and time restrictions, to aid in the development and maintenance of an effective and motivated work force. It is the responsibility of management at all levels to promote efficiency and economy of operations through staff development by encouraging staff members to engage in self-education, self-training, and self-improvement programs, and to supplement such efforts by providing government sponsored programs for training.

(1) Selection and Assignment of Employees for Training:

(a) Selection for training will be made without regard to race, color, religion, sex, age, national origin, or handicap status.

(b) Selection for highly desirable training opportunities which cannot be offered to all qualified employees and training which will prepare an employee for advancement or promotion or there is an identified potential for advancement or promotion will be based upon merit selection procedures.

(c) Special emphasis is placed in the orientation and information of all newly assigned personnel. As applicable to new scientific and intelligence analysts, a plan is developed for orientation and training during periods while individuals are waiting for proper clearance/access. Additionally, a systematic, accelerated training plan is established for entry level engineers.

(2) Responsibilities for Training:

(a) The Career Development Unit (NISC-OSP1) is assigned the responsibility for developing an overall coordination of the civilian training plan for the command. In this regard, the Unit will strive to consolidate training needs of various activities within the command; review and forward

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nominations for training to the Consolidated Civilian Personnel Office (Suitland Branch Office); verify completion of training and maintain training records; maintain training catalogs, brochures, schedules, evaluations, and other information relating to available training opportunities; and prepare training reports and responses to training surveys. Additionally, OSP-1 is responsible for monitoring and coordinating special career programs such as the Quality of Analysis Program, the DCI Exceptional Intelligence Analyst Program, the Defense Advanced Language and Area Studies (DALASP), and all DISCAS-related training.

(b) The departmental training coordinators are assigned responsibility for reviewing and forwarding training requests to the Career Development Center; developing training materials, catalogs and brochures to employees within the department; prepare the annual department/staff training plan; ensure departmental training/travel funds are available for the requested training; prepare training reports and responses to surveys when required.

(c) The NISC Training Committee, consisting of the Command Training Representative (Chairman) and departmental training coordinators, is responsible for reviewing the annual activity training program regarding training priorities and program support.

(d) First line supervisors are responsible for developing in their subordinates the knowledge, skills and abilities required to perform assigned tasks as efficiently and effectively as possible; encouraging and recognizing employees who take responsibility for their own self-development; act as counsel for employees on their careers and on the types of self-development and other training activities on which their activity places a premium; identifying the training needs of each subordinate employee as an integral part of the annual Performance Appraisal.

(e) Individual employees are responsible for notifying their supervisors when they feel a need for training and are encouraged to seek counsel from their supervisors.

(3) Training Priorities:

(a) Priority I - training that must be accomplished in the ensuing annual training cycle or it will have a direct adverse effect on mission accomplishment. Training required by law or regulation (essential).

(b) Priority II - training which is required to provide for systematic replacement of skilled employees through developmental programs and if deferred beyond the ensuing training cycle will have an adverse effect on mission accomplishment in the period following (needed).

(c) Priority III - training which is required for an employee who is performing at an adequate level of competence, but will increase his efficiency and productivity and may be accomplished after Priority I and II needs have been met. (helpful).

(4) Identification and Annual Review of Training Needs - annually, supervisors and employees must analyze each employee's career goals in light of the NISC mission and develop or update an individual development plan and determine the amount and type of training required during the next year - the individual training schedule. These various individual requirements are complied to formalize the annual activity training plan.

b. General Military Training Program:

(1) The General Military Training is an integral part of military training, essential to the broader requirement of combat readiness. The purpose of the program is dedicated solely to the accomplishment of the training, educational, and informational objectives, in specified programs, which are required for the general Navy population. General Military Training (GMT) is defined as the initial orientation and follow-up on-board training in those nontechnical areas which serve the purpose of:

(a) Preparing Navy personnel to fulfill the obligations of their oath of service; and

(b) Providing guidance and information on matters affecting their welfare, both as citizens and as members of the Navy.

(2) An effectively administered GMT program assists in providing the well-trained, motivated personnel needed by the modern Navy. Through the information and instruction offered in GMT, an individual in the Navy will be afforded the opportunity to develop an awareness of the:

(a) Unique role of the Navy in American history, including its contribution to peace-keeping.

(b) Benefits, rewards, and responsibilities of a professional career in the Navy.

(c) Fundamental principles of American government and the forces which threaten its security.

(d) Rights and obligations of citizenship and means to improve human relations at home and overseas.

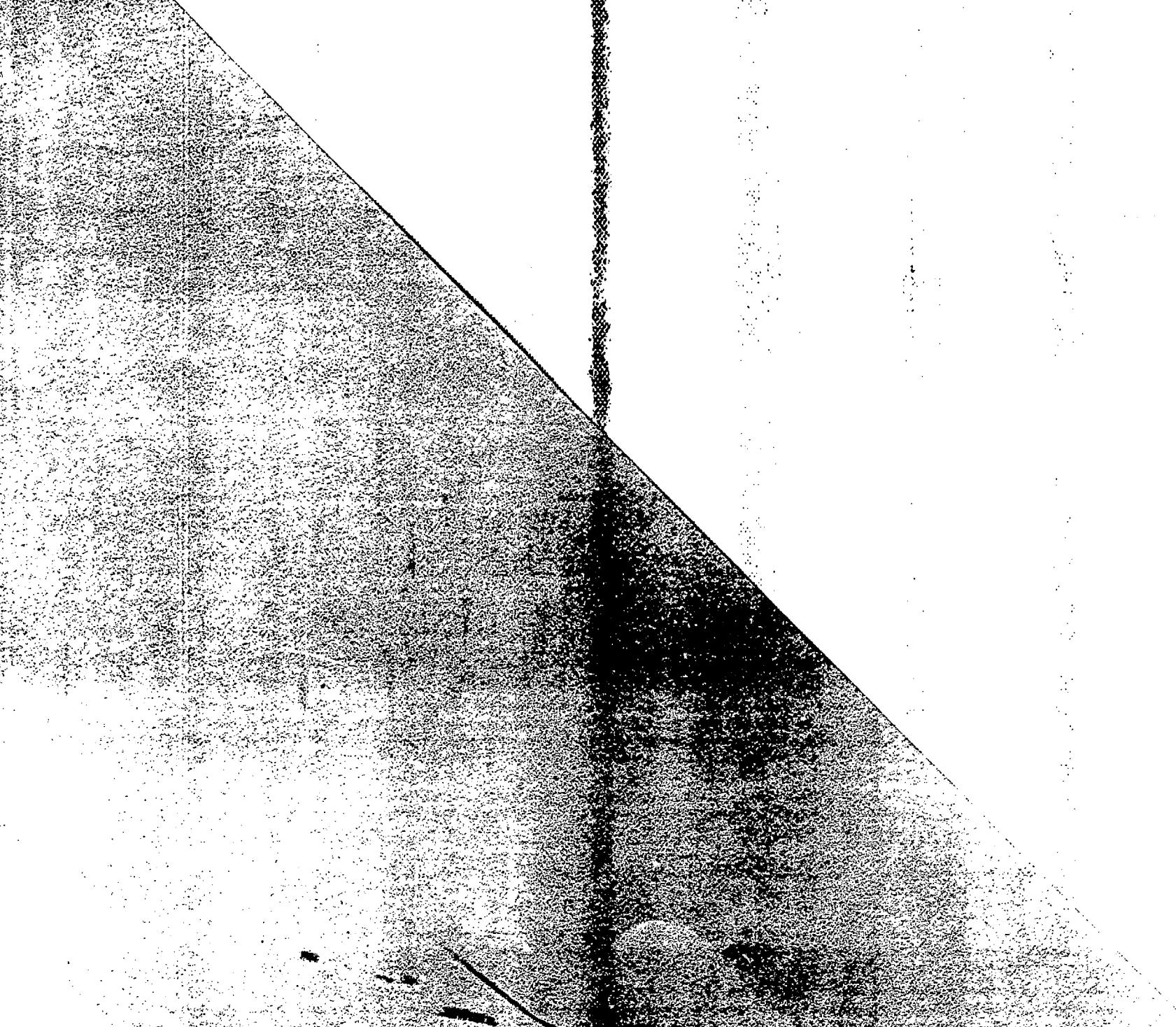
(e) Principles, practices, and the techniques of Navy leadership.

(f) Navy policy and personnel responsibility in the conduct of personal affairs and the maintenance of physical fitness.

(g) Medical, legal and social aspects of drug, nicotine, and alcohol abuse.

(3) Departmental Training Petty Officers are tasked by the NISC Training Officer to provide for training sessions in the areas listed in paragraph b(2) above. These training sessions may be in the form of Plan of the Day notes, lecturettes, spots on internal TV, or formal training sessions. In any case, all topics will be covered in a twelve-month cycle. The GMT training is mandatory for military members and encouraged for civilian employees.

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